

BOARD OF SUPERVISORS

Brown County



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HUMAN SERVICES COMMITTEE

Patrick Evans
Dan Robinson, Erik Hoyer,
Dan Haefs, Pat La Violette

HUMAN SERVICES COMMITTEE

Wednesday, April 30, 2014

5:30 p.m.

Room 200, Northern Building
305 E. Walnut Street

****NOTE MEETING TIME****

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEM LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Election of Chair.
- IV. Election of Vice Chair.
- V. Set date and time for regular meetings.
- VI. Approve/Modify Minutes of March 26, 2014.

Comments from the Public

Report from Human Services Chair, Patrick Evans

1. Review Minutes of:

- a. Aging & Disability Resource Center (March 27, 2014).
- b. Board of Health (September 10, 2013).
- c. Children With Disabilities Education Board (February 25, 2014).
- d. Community Options Program Planning Committee (March 24, 2014).
- e. Human Services Board (April 10, 2014).
- f. Veterans' Recognition Subcommittee (March 18, 2014).

Human Services Department

2. Resolution re: On helping families move from homelessness to self-sufficiency. *Motion at March meeting: To keep this resolution on the agenda for the Human Services Committee and not forward to the full County Board until such time that there is action to be taken.*
3. Resolution re: Reclassification Of Positions In the Human Services Department (Receptionist, Switchboard Operator, Clerk Receptionist, Switchboard Operator/Receptionist). *Motion at March meeting: Hold for one month.*
4. Resolution re: Change in Table of Organization for the Human Services Department Social Worker/Case Manager.

5. Budget Adjustment Request (14-25): Increase in expenses with offsetting increase in revenue.
6. Budget Adjustment Request (14-28): Any increase in expenses with an offsetting increase in revenue.
7. Retirement of Jim Hermans.
8. Executive Director's Report.
9. Detox Update.
10. Financial Report for Community Treatment Center and Community Programs.
11. Statistical Reports.
 - a. Monthly Inpatient Data – Community Treatment Center.
 - b. Monthly Inpatient Data – Bellin Psychiatric Center.
 - c. Child Protection – Child Abuse/Neglect Report.
 - d. Monthly Contract Update.
12. Request for New Non-Continuous Vendor.
13. Request for New Vendor Contract.

Aging & Disability Resource – No agenda items.

Health Department – No agenda items.

Syble Hopp School – No agenda items.

Veterans Services – No agenda items.

Other

14. Audit of bills.
15. Such other Matters as Authorized by Law.

Patrick Evans, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY
HUMAN SERVICES COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Human Services Committee** was held on Wednesday, March 26, 2014 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Evans, Supervisor Robinson, Supervisor Hopp, Supervisor Haefs
Excused: Supervisor La Violette
Also Present: Jeremy Kral, Brent Miller, Supervisor Hoyer, Tim Schmitt, Roberta Morschauser, other interested parties

I. Call Meeting to Order.

The meeting was called to order by Chairman Patrick Evans at 6:00 p.m.

II. Approve/Modify Agenda.

Motion made by Supervisor Robinson, seconded by Supervisor Hopp to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of February 26, 2014.

Motion made by Supervisor Robinson, seconded by Supervisor Haefs to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

Comments from the Public. None.

Report from Human Services Chair, Patrick Evans

Chair Evans indicated that this is the last Human Services meeting with the current Committee. He thanked the Committee for the work they have done over the last two years and stated that he felt there have been some interesting issues that were well-handled. He thanked Supervisor Hopp who will not be returning for the next term.

1. Review Minutes of:

a. Aging & Disability Resource Center (February 27, 2014).

Motion made by Supervisor Hopp, seconded by Supervisor Haefs to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

b. Aging & Disability Resource Center Nominations and Human Resource Committee (February 18, 2014).

Motion made by Supervisor Hopp, seconded by Supervisor Haefs to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

c. **Human Services Board (March 13, 2014).**

**Motion made by Supervisor Hopp, seconded by Supervisor Haefs to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY**

d. **Northeast Wisconsin Family Care Board of Directors (January 29, 2014).**

Supervisor Robinson asked if his understanding that the Lakeland Family Care Unit would be managing Brown County's work was accurate. Evans stated that the Board of NE Wisconsin Family Care District has decided to merge and go with Lakeland Care District. They have looked at the areas and felt it would be beneficial for both entities. Evans' personal opinion was that there were a lot of politics entering into this but he supports what is going on. Robinson said it appears that the way this is going to work is that Brown County is going to wait for the State to approve the money to do this and then put it out for bids, but when it is put out for bids Brown County will already have an established relationship with Lakeland Family Care and therefore they would have a leg up on the competition and he asked if this was correct. Evans responded that this will have to be put out for bids and LFC would have to bid. Robinson asked why this is being set up to favor LFC. Human Services Director Jeremy Kral clarified that when it goes out for bid, it is the State issuing the contract, not Brown County. Kral continued that both LFC and NE WI Family Care felt that a collaboration would strengthen the responses. Robinson then asked what the advantage is to getting this arranged ahead of time and Kral responded that it will create a competitive bidding process.

Motion made by Supervisor Hopp, seconded by Supervisor Haefs to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Human Services Department

2. **Resolution re: On helping families move from homelessness to self-sufficiency. *Held for a month; also referred back from March County Board.***

Robinson stated that progress is being made on getting a wider collaboration of organizations in town to help move forward, although he cannot say much more about this at this time as they have not had a chance to meet yet. He questioned if there was a way to keep this from going back to the County Board until there is action to be taken. Evans explained that this could be done through a motion.

Hopp asked Robinson when he expected or wanted funds. Robinson stated that in looking at the preliminary year end reports for Human Services, there appears to be a \$589,000 balance to the good and he stated that rather than all of this going to the County Board and being put back into the general fund, he would like to see a motion made that \$100,000 of that be set aside within the fund balance of Human Services earmarked for future projects addressing homelessness with the provision that that money not be spent without approval of the full Board. Robinson's intention is to earmark the money for future use rather than seeing it disappear back into the general fund. Evans stated that it would probably be better for the new Board to deal with this because this Board cannot bind the next Board. Robinson would agree with Evans, but his concern is what will happen to those funds in the meantime.

Finance Manager Tim Schmitt stated that a budget variance should not be confused with a surplus and Robinson understood this. Director of Administration Brent Miller also explained that excess funds do not go back into the general fund, but that Human Services has their own fund balance and pursuant to ordinance excess funds go there. Schmitt also stated that there will be a surplus in Community

Programs that will revert back to the Community Programs fund, and that surplus could be earmarked for a specific purpose. Schmitt stated that he will have accurate figures of the surplus at next month's meeting.

Hopp noted that when Robinson originally talked about this, the amount was \$75,000 and now it is up to \$100,000. Robinson agreed but noted that no funds will be spent without Board approval.

Supervisor Haefs made a suggestion that Robinson take out the "one time expenditure" language in the proposed resolution. He felt that if there is a need for something and there is merit to it, that it should not be limited to a one time expenditure as that could create issues in the future. Robinson indicated that his intention was to make it clear that this is not a commitment to an ongoing budget item.

Motion made by Supervisor Robinson, seconded by Supervisor Haefs to keep this resolution on the agenda for the Human Services Committee and not forwarded to the full County Board until such time that there is action to be taken. Vote taken. MOTION CARRIED UNANIMOUSLY

3. Resolution re: Change in Table of Organization For The Human Services Department Social Worker/Case Manager.

Robinson asked if this was coming from the \$75,000 that was budgeted for health services and Kral indicated that it was. Robinson stated that on an annual budget basis there is a \$13,000 difference between the amount that was budgeted and what the salary will be. Kral stated that those funds are not designated for anything this year and will be adjusted in the 2015 budget and the excess will be used towards some other mental health services. He continued that in a department as large as his, there are typically cost overruns that cannot be predicted and funds from things like this are what are used to offset them. Robinson stated that he just wanted to make sure that the money gets spent for the purpose for which it was intended.

Motion made by Supervisor Robinson, seconded by Supervisor Hopp to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

4. Resolution re: Reclassification Of Positions In the Human Services Department (Receptionist, Switchboard Operator, Clerk Receptionist, Switchboard Operator/Receptionist)

Robinson stated that he had a conversation with Lynn Vanden Langenberg about why reclassifications are being brought forward when the class and comp study has not been completed yet. He felt this was arranging the pieces before knowing what the puzzle is supposed to look like. He felt that these reclassification requests should be held until the class and comp study has been completed.

Motion made by Supervisor Robinson to hold until the class and comp study is complete. No second.

Motion made by Supervisor Robinson, seconded by Supervisor Haefs to hold for one month. Vote taken. Ayes: Robinson, Haefs, Evans Nay: Hopp. MOTION CARRIED 3 to 1

5. Resolution re: To Accept Additional Funding For Human Services Child And Adolescent Behavior Health Unit.

Kral indicated that there are grant funds for this provided by the State.

Robinson felt the language that states that ongoing funding in subsequent years in an amount to be determined for program sustainability is very vague. Kral responded that the State is committed to maintaining the Coordinated Services Team Initiative but there is not a clear dollar figure going forward, and because they do not have a fixed figure, they did not put one in the resolution. Robinson stated that although he is in support of this, not having a dollar figure makes him a little nervous. Kral stated that they expect the figure to be a similar amount to maintaining one full-time position and all indications are that the State intends to make payments on this for the foreseeable future.

Motion made by Supervisor Hopp, seconded by Supervisor Evans to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

6. **Ordinance Amending Chapter 5 Human Services Program Section 5.06 Of The Brown County Code Entitled "Composition Of The Board".**

Evans stated that he would support this. Kral indicated that the intent of the ordinance is to simplify the process by changing the number of people on the board from eleven to nine. He noted that there are some vacant seats that have been vacant for quite a while and nine is the number specified by statute and this ordinance would formalize that the nine person board is permanent.

Hopp asked if the number of board members was determined by population and Kral indicated that it is based on representing target demographics.

Haefs realized that it is difficult sometimes to fill spots on various boards. He questioned if the number of people on the board could be flexible between nine and eleven. Kral responded that without the benefit of the statute he would not be able to answer that, however his initial thought was that a specific number had to be specified. Kral felt that with the five people on the Human Services Committee and the nine members of the Human Services Board, the obligation for transparency is being met as are the needs of the constituents.

Evans stated that personally he does not look to the Human Services Board for anything and he felt that the Human Services Board was mainly for the administration to present to and Evans has not taken any of their recommendations. The Human Services Committee is the governing committee and makes the decisions.

Motion made by Supervisor Hopp, seconded by Supervisor Haefs to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

7. **Budget Adjustment Request (14–24): Reallocation of personnel services and fringe benefits to another major budget classification except contracted services or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.**

Kral stated that this relates to the mental health treatment court worker position that has already been approved to be added to the table of organization. This budget adjustment is to move funds from contracted services to the salary and fringe line.

Motion made by Supervisor Hopp, seconded by Supervisor Robinson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

8. **Executive Director's Report.**

Kral indicated that his Director's Report was contained in the agenda packet. He also wished to report on Family Care and stated that there has not been any formal announcement to date although there are a lot of rumors and conjecture but there is no clear indication as to where this is going. Kral also stated that with regard to their comprehensive community service program which is one of the premier ways of providing services to people with mental health conditions within the community, they have submitted an application to collaborate with partner counties and he felt that there was a really strong consortium and they are happy to present the proposal to the State for approval. Assuming the State approves the collaborative venture, effective July 1 the program would have no local funding attached to it.

Robinson thanked both Kral and Evans for the work they put into the recent child abuse and neglect summit and stated that it was a really good event based on a really good project. Robinson also noted that he had asked Kral previously to report on alcohol holds and he would like to know if a report can be given at the next meeting on this and Kral indicated that he would be happy to provide such a report.

Hopp thanked Kral for all of his work in the past year and a half and stated that although Kral had big shoes to fill, he has done an exceptional job and Hopp is impressed not only with Kral, but with his entire staff. Kral thanked Hopp for his kind words and also indicated that he has a lot of very talented people on his staff that has contributed to the success of the Department.

Motion made by Supervisor Haefs, seconded by Supervisor Hopp to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

9. **Financial Report for Community Treatment Center and Community Programs.**

Tim Schmitt reported that the numbers contained in the agenda packet are now outdated. He continued that it appears there will be a surplus in Community Programs but he does not know if the surplus will be large enough to cover the deficit at CTC. He continued that the year started off with a fund balance of \$5.8 million dollars and assuming that Community Programs and CTC are a wash at the end of the year there would be a \$5.8 million dollar fund balance. This will be broken down and recommendations will be made to the Committee as to what they would like to reserve the fund balance for.

With regard to the CTC, figures show a deficit of \$1.2 million dollars, however the Community Program portion would cover the levy portion so from the deficit the depreciation would be subtracted. Schmitt noted that there are still some outstanding costs that may be booked to CTC for a claim that would increase the deficit by about \$600,000 and this is why he felt that the surplus at Community Treatment Center may not be large enough to offset the deficit at CTC.

Motion made by Supervisor Hopp, seconded by Supervisor Haefs to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

10. **Statistical Reports.**

- a. **Monthly Inpatient Data – Community Treatment Center.**
- b. **Monthly Inpatient Data – Bellin Psychiatric Center.**
- c. **Child Protection – Child Abuse/Neglect Report.**
- d. **Monthly Contract Update.**

Hospital and Nursing Home Administrator Roberta Morschauser was introduced to the Committee. She provided the Committee with details of her background in nursing management. Morschauser indicated that she has never worked with a more dynamic group of people than at the CTC and in Human Services and she is very happy to be here. Kral indicated that she has been doing a stellar job so far.

Robinson asked about the decrease in voluntary mental illness admissions as it appears they have gone down by approximately 40% from last year. Kral did not have a specific reason for this but he noted that the numbers vary because sometimes there is a disconnect in communication between his department and the Crisis Center about the importance of allowing people who are willing to come voluntarily to come voluntarily instead of through the statutory practice.

Robinson continued that he has heard some issues as to how the Crisis Center functions in terms of them sending people to Human Services or not. Kral asked Robinson to get in touch with him or Morschauser any time he hears a concern about this.

Motion made by Supervisor Haefs, seconded by Supervisor Robinson to suspend the rules and take Items 10 a – d together. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Haefs, seconded by Supervisor Hopp to receive and place on file Items 10 a – d. Vote taken. MOTION CARRIED UNANIMOUSLY

11. Request for New Non-Continuous Vendor.

Motion made by Supervisor Hopp, seconded by Supervisor Robinson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

12. Request for New Vendor Contract.

Motion made by Supervisor Hopp, seconded by Supervisor Robinson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Aging & Disability Resource Center

13. Budget Status Financial Report for January, 2014.

Motion made by Supervisor Robinson, seconded by Supervisor Hopp to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Health Department – No agenda items.

Syble Hopp School – No agenda items.

Veterans Services – No agenda items.

Other

14. Audit of bills.

Motion made by Supervisor Hopp, seconded by Supervisor Robinson to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

15. **Such other Matters as Authorized by Law.**

Hopp indicated that he has learned a lot from being on this Committee and he wished all Committee members well. He stated that he is confident in the work done by this Committee that has direct impact on people's lives.

Motion made by Supervisor Hopp, seconded by Supervisor Haefs to adjourn at 7:01 pm. Vote taken.
MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING

March 27, 2014

PRESENT: Tom Diedrick, Keith Pamperin, Corrie Campbell, Beth Relich, Lisa VanDonsel, Joan Swigert, Marvin Rucker,

EXCUSED: Steve Daniels, Barbara Robinson, Melanie Maczka, Lori Rasmussen, Pat Hickey, Larry Epstein

ALSO PRESENT: Devon Christianson, Christel Giesen, Arlene Westphal, Debra Bowers, Laurie Ropson, Diana Brown, Denise Misovec,

PLEDGE OF ALLEGIANCE

INTRODUCTIONS: None

ADOPTION OF AGENDA: Ms. Van Donsel/Ms. Swigert moved to adopt the amended agenda. **MOTION CARRIED.**

APPROVAL OF MINUTES OF REGULAR MEETING, FEBRUARY 27, 2014: Mr. Rucker expressed concern that the minutes did not mention any of the discussion that took place at the February meeting regarding the commensurate wage issue and expressed concerns by the board. Ms. Christianson explained that this issue involves many layers of information, many emotions, and varied viewpoints making it a very complex subject. She offered to invite a speaker who would present an alternative view and balanced perspective to the board at a future meeting. Board members felt it would be beneficial and it will be an agenda topic within the next few months.

Ms. Campbell stated that she would like the minutes to reflect that a discussion took place that involved varied viewpoints on commensurate wage. Mr. Rucker added that he would also like the minutes to reflect the need for a continued dialog around minimum wage as well as commensurate wage policies. Ms. Christianson noted that prior to the next meeting she would modify the language highlighting that there was debate, there were varying opinions, and more education was requested to get to the heart of the issue. It was agreed upon unanimously that Ms. Christianson will bring the amended minutes to the April board meeting for board approval.

Ms. Campbell/Mr. Rucker moved to approve the minutes of February 27, 2014 noting that there will be amended language to reflect previous discussion regarding commensurate wage. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: None

FINANCE REPORT:

- A. REVIEW AND APPROVAL OF FINANCE REPORT:** Ms. Bowers explained that a data entry error resulted in Nutrition Donations being under stated and Charges & Fees being over stated in ~~on~~ the February 2014 Financial Report. A correction in the form of a general journal entry will be reflected in the March Financial Report. Mr. Diedrick suggested by adding budget year-to-date column to the Financial Report would aide Board members to

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easily identify any budget irregularities. Ms. Van Donsel noted that the budget on occasion will appear skewed as we do not receive grant dollars evenly. Ms. Bowers agreed and added that this is also true for expenses and that future financials to the Board will include a budget year-to-date column

Ms. Campbell requested an explanation of the revenue line item Donations Housing Units. Ms. Bowers explained that the ADRC has two meal sites in privately owned housing units coordinated by housing unit managers and volunteers. Negotiations with these housing unit owners resulted in an agreement of the housing units to support the difference between the cost per meal and donations collected at their site; the housing units receive a quarterly statement from the agency.

Mr. Pamperin inquired if this is the situation at all of the housing units. Ms. Bowers explained that several congregate meals sites, located within housing units, and were requested beyond the ADRC budget capacity. In order for the additional meals sites to be added, the housing units were asked to help share the cost of the program by paying the difference between the cost of the meal and the donations collected at their location.

Ms. Relich/Mr. Pamperin moved to approve and place on file the February 2014 Financial Report to include the journal entry correction as outlined above. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS: There were no Restricted Donations in February.

STAFF REPORT: LAURIE ROPSON QUALITY/OUTREACH COORDINATOR: Ms. Christianson explained that in the ADRC world, Quality Improvement is often called "Process Improvement". Brown County promotes quality improvement within the Lean initiatives they facilitate. She then turned the floor over to Ms. Ropson, the ADRC's Quality/Outreach Coordinator. Ms. Ropson distributed the ADRC – Brown County Process Improvement Progress Report 2014. She presented each process project: Removing the Clutter - Assistive Equipment Loan Closet Project, Front Desk Project, and the Donation Letters Project, highlighting the big and small aim, the "why" and the "how", the discoveries, outcomes, and sustainability of each Process Improvement Project. Ms. Ropson also shared an update on a Finished Project titled "Where Consumers Benefit". The outcomes included a reduction in consumer wait time and a more efficient use of staff and expertise.

Ms. Ropson also distributed the ADRC 2013 Annual Report. She presented a synopsis of 2013 by highlighting the ADRC's focus on health promotion through classes on Diabetes, caregiver support, exercise, information and education, and our new wellness studio. She noted how the ADRC is consumer driven with our emphasis on reaching people sooner through rural outreach, falls prevention, memory screening and our assistive equipment loan closet. We empower our consumers by focusing on connections that count such as benefit assistance, nursing home relocation and options counseling. Last but not least, the ADRC aims for quality through our Reduce Waste and our Reduce Customer Wait Time Projects. In addition, our Home Delivered Meal Program provides quality of life made possible by our vital volunteers.

Discussion followed regarding the cost to put the Annual Report together. Ms. Ropson explained that it would be advantageous to have funds for nicer paper as well as for more professional photography. Mr. Diedrick noted that he had been contacted by a top philanthropist from Brown County inquiring about non-profit annual reports and the cost of putting them together. Realizing the importance of these reports, Mr. Diedrick noted it's important that community donors become involved in this. Mr. Diedrick requested that, once this report is in electronic format, Ms. Ropson forward it to him along with some rough costs for designing and printing, and he will forward it on to this philanthropist. It was also suggested that we possibly work with students at NWTC on this project.

Board members complimented Ms. Ropson on the design of the 2013 Annual Report noting that it is a very professional looking informational piece.

FAMILY CARE UPDATE: Mr. Diedrick reported that he had received an e-mail stating that the legislature does not have to meet to approve Family Care; and, there is the possibility of an announcement coming out in the next couple of weeks. The board will be informed as soon as more information is received.

DIRECTOR'S REPORT:

- A. STAFF SWOT-PRIORITIES:** Ms. Christianson referred board members to the 2014 SWOT (Strengths, Weaknesses, Opportunities & Threats) Analysis (enclosed). She explained that the SWOT Analysis is a large part of our strategic planning for 2015. A planning day was held where all staff had a part in putting this together. The opportunities listed are things that the staff feels the ADRC can capitalize on and we will try to address in our 2015 budget.
- B. BUDGET WORK PLAN:** Also included in the board packet was the Brown County Budget Work Plan that provides important dates and timeline for the County Budget. Ms. Christianson explained that in June the ADRC Draft Budget will be presented to the Executive and Finance Committee and then to the full board at our combined June/July meeting.
- C. STATE VIDEOS AND PR PROPOSAL:** Ms. Christianson gave a brief background on how, for many years, ADRCs have around the state have put their own individual resources to create marketing and PR materials duplicating efforts. The state has had a plan to create statewide marketing efforts to try and reduce the duplication while creating a consistent common brand all over the state. This year the State has contracted with a company that created generic videos for all ADRC's to use. The State has been divided into PSA regions. Each region has been asked to put a proposal forward that funds the distribution of TV and radio ads. Ms. Christianson shared concerns about the duplication of effort to work with TV and radio stations around the region and has volunteered to put together one proposal for the 16 county PSA region Brown County is within. She noted that the distribution of the video would be most effective if partnered with an Outreach Program Kickoff Event specific to the Brown County ADRC. She has been working with Leonard & Finco, a local PR Company that Brown County has a contract with, and has received a cost estimate of \$7,680 for an Outreach Program within each of the 16 counties in the PSA region (enclosed). She

explained that the total combined cost for Leonard & Finco services and the direct advertising placement cost is \$49,680 and would be funded by the State. Ms. Christianson also projected one of the State videos with board members. Discussion followed emphasizing the importance of the Outreach Program Kickoff Event.

Ms. Van Donsel/Ms. Campbell moved to proceed with the state video and the localized proposal we are submitting. **MOTION CARRIED.**

- D. 2-1-1/CRISIS CENTER/ADRC YEAR END REPORT:** Ms. Christianson began by explaining that the ADRC has a unique collaborative partnership with the United Way and the Crisis Center. She gave a brief overview of the origin of 2-1-1 and noted that the 2-1-1/Crisis Center/ADRC Year End Report is our look back at 2013. The searchable database on the ACRC's website and on United Way's website is a partnership. The ADRC enters the resources serving the disabled and aging populations, the Crisis Center enters mental health resources and the United Way enters general community resources. Ms. Christianson highlighted the unmet needs in the community and the need to address them.

Ms. Christianson also announced that she and Lisa Clark, the head of the 2-1-1 Program, are presenting on a federal webinar on April 3 with AIRS (Association of Information and Referral System) around how ADRC's and 211s can partner together.

Ms. Campbell inquired about whether there is the ability to add into the 2-1-1 referral network by other agencies. Ms. Christianson explained that 2-1-1 is a central funnel to all of the human services agencies in Brown County, so programs that meet the inclusion/exclusion criteria can participate.

Ms. Campbell noted that "Homelessness" is an issue that is coming up at the County Board level and she felt it was important that this year-end report make it to the Board. She noted that this report is concrete and will make an impact. Ms. Christianson will take it to the Human Services Committee and Ms. Campbell will also see that the County Board Secretary receives a copy.

- E. DEMENTIA SPECIALIST APPLICATION:** Ms. Christianson referred board members to the Dementia Care Specialist Application (enclosed). She noted that there are five Dementia Specialists around the state and this application is for one of the 10 additional positions the state is making available to all of the 42 ADRCs. The Dementia Care Specialist is required to run two evidence-based Dementia Programs. One is *Memory Care Connections* and the other is *LEEPS*. Ms. Christianson gave a brief description of the two programs with examples. The Dementia Specialist will train volunteers and do the matching and coordinating for the LEEPS program. The Dementia Care Specialist is a fully funded position and is necessary for us to continue to move toward becoming a Dementia Capable ADRC and Community. The application is due on Tuesday and Ms. Christianson requested board approval so that we can move forward with the application.

Mr. Pamperin/Ms. Van Donsel moved to approve the application for the Dementia Care Specialist. **MOTION CARRIED.**

Mr. Pamperin noted that UWGB's Learning in Retirement has a number of volunteers who bring people with disabilities to the Learning in Retirement Classes. Ms. Christianson felt that would be excellent opportunity and thanked Mr. Pamperin for the resource.

- F. DEMENTIA/DME GRANT-COLLABORATION:** Ms. Christianson explained that she had been approached by Ms. Brown of N.E.W. Curative and Mr. Diedrick to consider collaborating with them on an application for a grant through the Green Bay Community Foundation to bring technology to caregivers and people affected by Dementia. Ms. Brown reported that this is a two year grant for \$200,000 (\$100,000 per year) and is due Tuesday. The purpose would be to help improve the quality of their caregiving experience and the quality of their lives. Mr. Diedrick explained that assistive technology can cover a very large range of things such as music, iPads, games that stimulate the mind, a computer to use SKYPE, and many other resources. He reported that this grant is limited to Brown, Kewaunee and Oconto Counties. Mr. Diedrick also noted that there is an opportunity to show positive outcomes of this program as at the end of the two years. Ms. Christianson added that the ADRC would want to collaborate on this project and is looking at this from a prevention perspective. This project, along with the Dementia Care Specialist would increase the ADRC's expertise and capacity for serving individuals and families with dementia. The ADRC is written into the grant as the agency to provide sustainability to the project.

Mr. Pamperin/Ms. Campbell moved to support the Dementia/DME Grant Collaboration.

MOTION CARRIED.

LEGISLATIVE UPDATES: Ms. Van Donsel urged everyone to vote on Tuesday, April 1, 2014.

ANNOUNCEMENTS:

- Ms. Giesen distributed a brochure on the Caregiver-Get-A-Way Event taking place on Friday, May 16 at N.E.W. Curative. This event is also on page 9 of our April Newsletter and she offered to e-mail an electronic version if requested. Ms. Campbell noted that the County Office of Media Relations is promoting anything that the ADRC places on our sites.
- Ms. Van Donsel announced the MS Walk will take place on Sunday, April 27, at West De Pere High School.
- Mr. Pamperin encouraged those present to participate in the ADRC bus trip to a Milwaukee Brewers Game on Wednesday, June 25.
- Ms. Christianson will be contacting the Nominations and Human Resources Committee to schedule a meeting sometime before the next full Board Meeting on April 24.

NEXT MEETING – APRIL 24TH AT N.E.W. CURATIVE LOCATION: The next regularly scheduled Board of Director's Meeting will be at 8:30 a.m. on April 24 at N.E.W. Curative.

ADJOURN: Ms. Relich/Mr. Rucker moved to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:35 a.m.

Respectfully submitted,

Arlene Westphal, Secretary

1a

PROCEEDINGS OF THE BOARD OF HEALTH MEETING

Tuesday, September 10, 2013

5:00 PM

Present: Joe Van Deurzen, Harold Pfothenhauer, Audrey Murphy, J.J. Tibbetts, MD, Don Murray

Excused: Patricia Bacelis-Leon

Staff Present: Judy Friederichs, Chua Xiong, Rob Gollman, Rebecca Nyberg, Meredith Hansen, Tiffany Duenus BSN through UWGB

1. CALL TO ORDER, WELCOME AND INTRODUCTIONS

2. APPROVAL / MODIFICATION OF THE AGENDA

MOTION: To approve Van Deurzen / Pfothenhauer

MOTION CARRIED

3. APPROVAL OF MINUTES OF JULY 30, 2013

MOTION: To approve. Van Deurzen / Tibbetts

MOTION CARRIED

4. ODOR COMPLAINTS / ORDINANCE

Rob Gollman indicated he provided everyone with copy of odor complaints dating back to the start of the year in a spreadsheet. He is going to talk about the period from 7-31-13 to today following the procedure John Paul did in the past. If there is different information the board would like presented, Rob is open to new ideas. In that period there were 12 odor complaint calls and all 12 were related to Sanimax – 3 calls were verified and 9 were not. There were no citations issued. We have two citations pending which were issued in June. Rob followed up with Asst. DA before the meeting and both are still pending. They are meeting with the attorneys for Sanimax tomorrow. Rob asked them to give him a follow-up call with the outcome. Audrey indicated that the minutes said this was supposed to be taken up around the 2nd week of August and Rob did not know why it was pushed back. Audrey indicated there were three verified complaints but we didn't issue any citations and asked why no citations were issued. Rob indicated the three complaints were not consecutive and did not accrue in an eight hour period. It was asked if

the complaints came from Green Bay Converting at the 2099 Shawano Avenue address; Rob indicated that the address is Sanimax. Column F is the complainant; specific individuals are listed. Audrey heard from Judy that some of their machinery had gone down again last week. Rob indicated their new expensive piece of equipment, the reductive thermal oxidizer, had gone down and we got a notification via email Tuesday of last week that they hoped to have it fixed on Friday. We got notification on Friday that it had been repaired. Audrey asked if there were complaints filed during that period when the machines were down. Rob said we did have one complaint during that time period and it was at 12:30 PM. Rob indicated we did not have any after hour complaints during those periods. It was asked if Rob will be present at the meeting between Sanimax and the DA. Rob stated from his experience this was usually a private meeting where they try to get it settled before they go into the courtroom. They don't generally ask the inspector to attend. Rob was asked when he goes on a call is this just a nuisance to these people or are they complaining that this is something that is ruining their day. Rob's opinion was yes. Some people are more vociferous than others when you go to service the complaint. If they are calling it is bothering them. Rob's opinion was the businesses are embarrassed when people come to their business. He is sure some people want to take their break outside and have their lunch. This may be an issue for residents who want to sit on their deck and have a barbecue. Rob again asked if anyone had any suggestions on the format. Rob is good with the spreadsheet idea. Rob was asked if he has enough staff to do the job. He stated it's truly got nothing to do with the department not doing their job; it is do they have enough bodies to service these calls. Rob indicated we are pulling people out of the field to service these calls. Frankly, the sanitarian's time would be better spent doing licensing inspections and dealing with more critical matters. Rob has not serviced a lot these calls after hours because he lives in the far northern part of the county; it is quicker for him to pull someone who lives closer. Audrey indicated we have to make every effort to try and get this resolved. Audrey indicated this has gone on 35-40 years and we are pro-business but need to get it resolved with their cooperation. Rob indicated an option would be to get a para-professional that can service these calls and he can keep his guys doing inspections. Judy indicated we had a temporary plan we were going to start with and we will see where it goes. It seems you don't need a sanitarian to smell an odor. Don Murray did not see the correlation to calling this a health risk and so that should relieve the sanitarian from actually doing it. This would be an ordinance part that a different commission takes up just because of the nuisance part of it and not the health risk part of it. Don indicated that he is not sure if it is a health risk at all. Judy indicated a challenge is that when the odor issue first had its place in an ordinance it was mainly a nuisance ordinance. As the ordinance evolved, it was expanded more to include human health hazards. So the nuisance part of it is still incorporated into it as part of the ordinance historically and Judy believes across the state nuisance issues still tend to be in there. We would have to

go before the County Board to make that change and frankly she would be surprised if there would be any motivation for them to take it out because many of them are looking to some department to respond to that. Audrey indicated the odor complaint is so subjective, either there is an odor or there isn't and we have no way of measuring it. It was asked if the municipality could handle the complaint. Judy indicated they used do more with it. The City of Green Bay used to come to the meetings but from what she understands the inspection department does not perform after hour's calls.

Audrey said there was a meeting a while back regarding this issue and the board recommended that the number of violations be reduced from three confirmed in an 8 hour period to two confirmed to result in a citation. The Board of Health recommended that, and it moved on to the Human Services Committee. At the last Human Services (HS) Committee meeting, the committee invited the Chamber of Commerce to come in and try to be a partner in resolving this issue. As a result of that, Judy received a communication from Fred Monique, the VP of Economic Development at the Chamber of Commerce. He wanted to meet with Judy, the sanitarians and the Chair and the Vice Chair of the Board of Health. The board couldn't all be there because it would have to notice the meeting. On August 26th there was a meeting at the Health Department. There were 7 people at the meeting: Rob, Dale, two people from Chamber of Commerce (Fred Monique and Jamie Sellen, who is a government affairs director), Judy, Dr. Tibbetts and Audrey. Prior to the meeting, Audrey asked the sanitarians to bring to the meeting a history of all of the odor complaints from 2008 to present. Shortly after the meeting started, Mr. Monique opened the meeting and stated "We were charged with rewriting the odor ordinance in two weeks and reporting back to the HS Committee" Audrey believed we were blind-sided. He went on to say that this is what they intended to do and they were charged with this from the HS Committee. The health department and board representatives began to tell Fred and Jamie the history of this ordinance and how long it took to put this in place; it took about 9 months to a year of the board and staff working with legal counsel every step of the way and the legal counsel also looked at ordinances out of the state. Fred knew that the Board of Health had made this recommendation from three to two. At some point in this meeting, Audrey said this ordinance is just fine and does not need to be rewritten. There was one word Fred used early on in the conversation and it was something like "detectable" and he thought that that word should be changed and it seemed such a minor thing to rewrite a whole ordinance and that it wasn't really possible in a two week period. After the meeting, Audrey called Juli Gray and asked her to send a copy of the HS Committee meeting minutes as the board didn't have anything before them and didn't know what had been said specifically. Audrey read part of the HS Committee meeting minutes *"Robinson addressed the comment 'working with the corporate sector', Monique said that it could mean a range of things; delaying action, leaving the ordinance unchanged, working something out with Sanimax. Robinson said*

they've done two of the things listed already. Maybe the issue is getting better, but it's not acceptable." The number of complaints in the previous months was shared. There was a lot of discussion on this issue at this meeting, talking about citations and Judy expressed *she understands people are frustrated, but stressed concerns if that would solve the problem. She recommended that question be deferred to the sanitarians who could answer best.* It goes on for several pages but this is the motion *"Motion made by Supervisor La Violette, and seconded by Supervisor Robinson to defer to the Green Bay Chamber of Commerce to be the conduit between the Brown County Human Services Committee and related business community to work on language to be inserted in the strengthening of Chapter 38 Public Nuisance Ordinance including the possibility of reducing verifiable complaints to 2, thus to be returned to the September Human Services Committee meeting."* Vote taken. *MOTION CARRIED UNANIMOUSLY.* Audrey does not interpret that they are supposed to rewrite the ordinance. If you look at the motion, they used the words strengthen and the idea of strengthening would have come from the Board of Health where it is suggested that the ordinance be changed from three verified to two verified many months ago. Dr. Tibbetts was concerned because Fred looked at all the complaints from over the years from 2008 and forward and he came up with the idea that we were picking on Sanimax, at least that is how he interpreted it. Dr. Tibbetts responded that we weren't picking on Sanimax and if you look at what we did with Packerland or JBS, Andy Nicolson was here many times with Packerland and we were working with them. Sanimax has come on occasion but there has been no representation other than what Sanimax did and it was a totally different story. We were really working with Andy and Packerland or JBS and thought we were making progress as there were no complaints and they are still in business. Those facts speak for themselves. Judy indicated Sanimax did come to these meetings quite often. Dr. Tibbetts stated that he made a comment in the spring that he hoped that Sanimax was not going to declare that everything was fixed because it was not yet. Sanimax does show up at the HS meetings with updates which Board of Health doesn't get. Audrey asked if we have heard anything since the meeting with the chamber, and Judy indicated we have not. Audrey questioned their expertise and assumes they have to have legal counsel. Audrey asked if there was anything further on this issue. We will wait to see what happens at the next Human Services meeting.

5. CORRESPONDENCE RECEIVED.

Judy received a letter from Patti Becelis that she had resigned. Judy has sent a message back to her, requesting suggestions for replacement as we are supposed to make a good faith effort to get somebody of diverse background. Judy has not heard from her. Audrey asked what we have done in the past to thank board members for serving on the committee. Judy thought we've sent

notes and she believes the County Executive's office does too. Judy will get a note out to her. We are sorry to lose her she was a good board member.

6. EDUCATIONAL PRESENTATION

Rebecca Nyberg is doing a presentation on the Affordable Care Act because it is coming and it is an issue for the citizens for the County. Rebecca has been a health educator with the County for 23 years. Rebecca's position is funded by a grant from the State called the Wisconsin Well Woman Program. She worked with uninsured women and helps them get breast and cervical cancer screenings. Basically, just about everyone she works with will be eligible to get Medicaid or purchase insurance through the exchange and she will pass on standardized information re how to apply to her clients and uninsured clients of the nursing staff.

Rebecca pulled her information from Healthcare.gov whose target is to have everything set for October 1st. What Rebecca is seeing with women she is talking to for the Well Woman Program is that they can't buy insurance or be offered insurance because of pre-existing conditions or just because with age the price was going up and they weren't able to buy it. The other part of the problem is they are showing up at emergency rooms and they are being treated and that cost is being added to the cost of insurance as it is being paid for and it is being spread out. . The Affordable Care Act was signed into law in 2010 and since then some parts of the act have been implemented: individuals can be insured under parent's policy until they are 26, Medicare discounts for prescriptions went into effect, and some rules have changed including paying for preventative exams, the lifetime limits have been removed. Companies have to pay out 80% of premium for claims and if it is more than that they have to refund the money. There have been more antifraud efforts as well. What is coming October 1st is Marketplace. Wisconsin has chosen to allow the federal government to create the Marketplace for Wisconsin.

If you don't have insurance you will be able to apply through insurance companies and the coverage could start on January 1st. If you have insurance through your employer, you don't have to go to the exchange. The plans have to meet premiums and minimums and it will be laid out in simple language with comparables which has not been done before.

The affordability will be in two ways: that everyone in the exchange will pay for insurance and it will spread out to a larger pool of people. In the past, if a person tried to go get insurance on his/her own, he/she would be rated and if there were too many health issues, the person would have an increase in the premium. If a person had extremely low premiums the person had a low health risk. Now it is going to be evened out. Younger people are going to be paying a little more. Older people are going to be paying a little less and these

premiums won't have these huge switches between them. Customer support will be provided. Qualified plans have to meet standards to be in the marketplace and they have to provide these essential services which were shown on a slide. You would want to shop in the marketplace because you may be eligible for tax credits in order to help pay for it. There are 4 levels of plans and the higher the plan pays will have a higher premium with less out of pocket and vice versa. The silver plan is the preferred plan. Medicare is at the gold level. Anyone under 30 can buy a catastrophic plan. Starting 2014, you have to buy coverage for 2014 and when you fill out your taxes for 2015 there will be a place to check that you have had coverage you've had for the last 12 months. They will charge a fee on your taxes if you did not have coverage for 2014. It will be a minimum of \$95.00 for one person for the first year or 1% of your income. So if you make \$30,000 per year and you don't buy insurance and didn't have a hardship waiver the fee would be \$300. There is an option for small business in that they will all be on one pool. The businesses will be able to buy insurance for their employees and get a tax credit. This year it will be for businesses with 50 or less employees. In a couple years they will open up the exchange to employers with 100 or less. There are five or six rating areas. If you live in Brown County there are going to be 5 or 6 companies that are going to be selling in the exchange. You also have to have a social security number and be legal to be in the United States in order to buy insurance on the exchange.

Open enrollment is October 1 to March 31st. If you buy insurance in the market place before December 15th it will start January 1st. If you buy it between January 15th and March 15 it would start the next month from when you buy the insurance. The next year the open enrollment will be from October to December. Hospitals are reviewing their charitable policies.

If you have a qualifying event you can buy insurance between the open enrollment periods. These include having a baby, getting married or switching jobs and insurance but a special enrollment period exception does not include getting sick.

12% of Brown County's population does not have insurance. Majority have it through work. In Wisconsin, we turned down the federal help to pay for the Medicaid. In Wisconsin, the state is paying the least amount of money than any state on telling people on the affordable care act and helping people sign up. Therefore, volunteer groups are being asked to help.

Discussion about personal beliefs about the Marketplace.

Don thanked Rebecca and Meredith for their factual presentation.

7. DIRECTOR'S REPORT

Judy updated the Board on the recruitments. Today the department interviewed the candidates for Juli's position and had 134 applicants. A decision will be made in the next week. Juli's last day is this Friday. Juli came in 2001 and she will be missed. The department is preparing for the interviews for the nurse manager position. The candidate will be interviewed in the next couple of weeks. Requests have been completed to fill the public health nurse and sanitarian vacancy created by Rob moving into the manager position.

Budget changes – For the first time in history after the department submitted the budget, the department made a major change in it from the 40 hour work week based on concerns regarding environmental staff heavy work periods. They have an extremely busy period from March until Fall and to have them trying to flex time because of festivals, Packer games and having more animal bites, we decided switching to 40 hour exempt was not going to be a good option for them. Instead, we looked at some of the issues and decided to go back to 37.5 hours but to ask for a bi-lingual health aide to help serve their bilingual needs in inspections and help with other activities that they are involved in that could be done by an ancillary staff person. Some ideas were odor follow up and also perhaps doing follow ups on more routine animal bites. We already have a clerical staff person that assists them but there are other types of activities that could be looked at. Audrey asked if any of the professional staff are in unions anymore. Judy confirmed they are not. Audrey asked if the 37.5 was a result of being in the union. Judy indicated probably but not for sure because it has been so long. Judy thought that when we were talking about it we thought if they were going 40 hours a week they would automatically be exempt but that is not necessarily the case. Judy did talk with HR and it seemed there are several considerations depending on the position and situation.

Communicable disease report – We have new active pulmonary TB case in a 31 year old individual. It appears the assumption is that the exposure was in the course of his work on the road. He is a construction worker who travels a lot and he was going to areas where he shared rooms with a lot of potential for exposure. We have been doing the follow ups. There are challenges with his treatment because he is having a lot of reactions.

We also have a Hepatitis A and the department is unaware of the potential exposure. This person is not in a sensitive occupation such as food handling or health care.

Judy passed out a statistic sheet for July.

8. ALL OTHER BUSINESS AUTHORIZED BY LAW

None

9. ADJOURNMENT / NEXT MEETING

The next meeting is tentatively scheduled for November 12th at 5:00 pm.

MOTION: To adjourn meeting at 6:38 PM Van Deurzen / Tibbetts

MOTION CARRIED

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on Wednesday, February 25, 2014

Board Members Present: K. Gustman, B. Clancy, J. Mitchell

Board Members Excused: S. King,

Others Attending: B. Natelle, A. Nizzia, L. Palm, S. Keckhaver

1. Call to order - 4:00 p.m. – K. Gustman.
2. Approval of Board Minutes December 17, 2013: B. Clancy moved to approve the minutes of the December 17, 2013 Board meeting. J. Mitchell seconded the motion. Motion carried.
3. Correspondence: None.
4. Action Item: Approval of Agenda: J. Mitchell moved to approve the agenda with the modification of item #14, deleting "action" from the item. B. Clancy seconded the motion. Motion carried.
5. Donations: De Pere Christian Outreach donated several circus tickets and five large boxes of craft items.

George Carden Circus International donated 210 circus tickets.

Deb Wichman of Debe Gourmet donated \$200 to the in-school work program.

Steve & Dawn Wolfcale donated a \$25 gift card to Walmart for school supplies to Pat Doucette's classroom.

John & Ursula Schoblocher donated \$100 to Kris Cleereman's classroom.

Mark & Lynn Meshke donated \$75 to Cloey Jensky's classroom.

The school received an anonymous donation in the amount of \$427,827.34 with the stipulation that it must be used for bricks and mortar.

Aurora Health Care Partnership Campaign donated \$258.40 from 2012 pledges to Hopp School. This donation has been designated for our playground project.

Jack & Jeannine Dempsey donated \$500 for a pool tile and playground project in memory of Lynne Dempsey.

Jerry Sauer donated four circus tickets.

Julie Carter of RR Donnelley donated 2014 calendars for students and staff.

Wayne & Judith Schaut donated \$50 in memory of Jacob Van Lanen to be used for students who can't afford an outing.

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PROCEEDINGS OF BROWN COUNTY CDEB, FEBRUARY 25, 2014:

Patti Hatjens donated two bags of hats and mittens, a basketball, soccer ball and kick ball for the students.

De Pere Greenhouse donated a beautiful poinsettia plant to the school during the holidays.

Schneider National Foundation donated \$5,000 to the school. This donation has been designated for our playground project.

Mr. & Mrs. Marlon Hermitanio donated \$1,500 with \$500 designated for Travis Hendzel's room and \$1,000 for Hopp needs.

Jay Ebert, Peter Kurth, Dean Delsart and Karen Morcott of Green Bay Machinery Co. donated \$130 in memory of John Ward. This donation has been designated for our playground project.

An anonymous donation of \$10 was received and has been designated for Hopp needs.

Judy Haevers donated \$100 which has been designated for the playground project.

Michaela Schroeder donated \$150 for the LINC Program, Red Cross transportation.

U.S. Venture/Schmidt Family Foundation, Inc. donated \$200 in honor of Chris Zabel, a U.S. Venture Associate. This donation has been designated for our playground project.

J. Mitchell moved to graciously accept these generous donations. B. Clancy seconded the motion. Motion carried.

6. Action Item: Financial Report: J. Mitchell moved to approve the financial reports ending December 31, 2013 and January 31, 2014. B. Clancy seconded the motion. Motion carried.
7. Administrators Report:
 - a. A. Nizzia reported that a professional Improvement day was held in January. New curriculum, Unique Learning System, was reviewed. Two staff members will be piloting the curriculum to see if it is worth continuing. L. Palm explained that they reviewed four different computerized IEP programs. They have selected one that the districts we service have been using and suggesting that for future purchase.

A. Nizzia reported that the Parent Organization at their January meeting approved funds to replace the sign in front of the building. Students would use the sign as an in-school job to enter the messages via computer.

PROCEEDINGS OF BROWN COUNTY CDEB, FEBRUARY 25, 2014:

- A. Nizzia reported the Spaghetti Dinner has been postponed to April 15th due to the weather.
- A. Nizzia reviewed the March calendar to include Dr. Seuss week, March 3-7 in honor of his birthday and that on March 17th Mr. Clancy will be coming to sing to the students.
- b. Mrs. Natelle reported that with the anonymous donation for bricks and mortar we are looking at building a Sensory Court Yard.
- B. Clancy moved to accept the Administrators Report. J. Mitchell seconded the motion. Motion carried.
8. Action Item: Parent Organization: The Winter Blast event was held on Friday, February 7th at the Riverside Ballroom this year. Final financial report not yet available. B. Clancy moved to accept the Parent Organization report. J. Mitchell seconded the motion. Motion carried.
9. Action Item: Payment of Bills: J. Mitchell moved to approve payment of the bills totaling \$307,436.20 for the month ending December 31, 2013 and \$306,120.07 ending January 31, 2014. B. Clancy seconded the motion. Motion carried.
10. Action Item: Interagency Agreement: L. Palm presented the Interagency Transition Agreement with Brown County Birth to Three. This agreement specifies responsibilities of the Brown County Birth to Three and Early Childhood. J. Mitchell motioned to approve the agreement as presented. B. Clancy seconded the motion. Motion carried.
11. Action Item: Resignation to retirement: B. Natelle read a letter of retirement from Sandy Mancl. Sandy will be retiring after 25 years of teaching for Brown County. B. Clancy motioned to accept the letter of resignation to retirement with regret and great thanks. J. Mitchell seconded the motion. Motion carried.
12. Action Item: Teacher replacement position: A Nizzia introduced Samantha Kwaterski as the new replacement teacher from a late August Retirement. The position has been filled with substitutes until Samantha finished her student teaching. J. Mitchell moved to hire Samantha Kwaterski and offer a contract for the rest of the 2013-2014 academic year. B. Clancy seconded the motion. Motion carried.
13. Action Item: 2nd reading of revised policy #3.01 Certified Personnel and #3.02 Classified Personnel. J. Mitchell moved to approve the revised policy #3.01 and #3.02. B. Clancy seconded the motion. Motion carried.
14. 1st reading of revised policy #5.11 School Lunch Service; #5.11a Policy to Verify Free and Reduced Price Meal Eligibility; #5.11b Offer vs Serve Food Service Provisions Policy.

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PROCEEDINGS OF BROWN COUNTY CDEB, FEBRUARY 25, 2014:

15. Action Item: CESA 10 contract: B. Natelle reviewed the hosting agreement for the new Alio financial software hosted by CESA 10. A similar agreement was in place with our previous Impact software however, with CESA 7. J. Mitchell moved to approve the contract with CESA 10 to host the new Alio software. B. Clancy seconded the motion. Motion carried.
16. Executive Session: The Board will move to Executive session as allowed by WI Stats 19.851)(f)(e) to discuss personnel and staff issues. J. Mitchell moved to executive session as allowed by WI Stats 19.851(f)(i) to discuss personnel and staff requests at 4:50 p.m. B. Clancy seconded the motion. Motion carried.
17. Action Item: Staff Requests: B. Clancy moved to approve the staff requests presented. J. Mitchell seconded the motion. Motion carried.
18. Adjournment: J. Mitchell moved to adjourn the meeting at 5:06 p.m. B. Clancy seconded the motion. Motion carried.

PROCEEDINGS OF THE COMMUNITY OPTIONS PROGRAM PLANNING COMMITTEE

A regular meeting of the Brown County Community Options Program Planning Committee took place on Monday, March 24, 2014 at 111 North Jefferson Street, Green Bay, Wisconsin.

Present: Helen Desotell, Mary Hansen, Patricia Hickey, Sandy Juno, Mary Schlautman, and Anthony Schmidt

Absent: None

Excused: Chua Xiong and Cathy Williquette-Lindsay

Others Present: Lori Weaver and Mary Rasmussen of BCHSD

Chairperson Mary Schlautman called the meeting to order at 8:32 a.m. with roll call. A quorum was present.

MODIFICATION/APPROVAL OF AGENDA

MOTION: Ms. Desotell moved to approve the agenda as mailed. Ms. Juno seconded. Motion carried unanimously.

MODIFICATION/APPROVAL OF MINUTES

MOTION: Ms. Hickey moved to approve the January 27, 2014 minutes as mailed. Ms. Juno seconded. Motion carried unanimously.

GENERAL UPDATES

Family Care Update – Mr. Schmidt (the current Long Term Care Supervisor who replaced Ms. Weaver) said Rolf Hanson's latest update indicates NEW Family Care District will be partnering with Lakeland Care District. Lakeland currently operates in Fond du Lac, Manitowoc and Winnebago Counties and serves approximately 2,700 residents. They feel the partnership will benefit both agencies. The next step toward Family Care expansion into the NEW district counties will begin with the issuance of an RFP. Ms. Weaver said expansion is expected to follow the most recent timeline.

COP High Cost – Mr. Schmidt said our 2014 allocation will be \$50,000 as in the past. This will be used on a case-by-case basis to pay for exceptional consumer needs exceeding \$2,000.

Significant Proportions – Mr. Schmidt said we are still just shy of the state's 57% elderly goal. We continue to take elderly consumers off the waiting list. Attrition remains the main reason for the difficulty maintaining the 57%. Currently case managers are being assigned cases from July, 2013 and prior from the COP waiting list. Since January 1st, 2014 there have been 12 nursing home diversion cases assigned, four of which were elderly and eight physically disabled. There have also been 11 nursing home relocation cases assigned, seven elderly and four physically disabled. So far in 2014 there have been 37 individuals taken off the wait list. Currently there are 421 unassigned cases on the wait list, 231 physically disabled and 190 elderly.

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PROCEEDINGS OF COMMUNITY OPTIONS PLANNING COMMITTEE – March 24, 2014

Staff Update – Mr. Schmidt said there are now 19 COP employees. Several well-qualified candidates have been interviewed for the vacant full-time position, and an offer should be made this week to one of those candidates. This hire will reduce caseload sizes and will hopefully help bring the unit closer to the 57% elderly significant proportions goal.

CIP Update – Ms. Hansen said the unit continues to replace vacant case manager positions. One new hire begins this week, and there will be one more hire before the CIP unit is fully staffed again. No consumers are being taken off the wait list currently. Transition students who have “aged out” of the Children’s Long Term waiver program are being opened in CIP. There are currently 79 on the DD wait list, 38 of which are considered “at large.”

Ms. Hickey asked about the January presentation on integrated employment settings by Tammy Hofmeister from the state. Ms. Hansen outlined the focus of Ms. Hofmeister’s message. Ms. Hickey asked if Ms. Hofmeister feels we will be going toward the “one-size-fits-all” model and how she feels we will transition to this model. Ms. Hansen said Ms. Hofmeister refers to it as a “movement” and community perception is important. She also talked about employer incentives to hire these consumers.

MOTION: Ms. Desotell moved to approve the update reports and place them on file. Ms. Hickey seconded. Motion carried unanimously.

MOTION: Ms. Desotell moved to adjourn. Ms. Hickey seconded. Motion carried unanimously. The meeting adjourned at 8:46 a.m.

Respectfully submitted,
Mary Rasmussen

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PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, April 10, 2014 in Board Room A of the Sophie Beaumont Building – 111 North Jefferson Street, Green Bay, WI

Present: Chairman Tom Lund
Susan Hyland, Helen Smits, Carole Andrews, Paula Laundrie, Bill Clancy, John Van Dyck

Excused: Craig Huxford, JoAnn Graschberger

Also

Present: Jeremy Kral, Executive Director
Nancy Fennema, Director of Community Programs
Tim Schmitt, Finance Manager
Dani Young, Project Manager

1. Call Meeting to Order:

The meeting was called to order by Chair Tom Lund at 5:15 pm.

2. Approve/Modify Agenda:

ANDREWS/LAUNDRIE moved to approve the agenda.
The motion was passed unanimously.

3. Approve Minutes of January 9, 2014 & March 13, 2014 Human Services Board Meetings:

HYLAND/ANDREWS moved to approve the minutes dated January 9, 2014 and March 13, 2014.
The motion was passed unanimously.

4. Executive Director's Report

Executive Director Jeremy Kral presented and handed a written report to the board (attached).

Citizen Board Member Andrews gave an update on Family Care, as she sits on the board of directors for the N.E.W. Family Care District. They have decided to work with the Lakeland Care District to become a larger district. Meetings occurring with both boards have proven that both want good quality services for people in the district.

Q: Citizen Board Member Laundrie stated that Family Care used to have a lot of momentum but that seems to have declined.

A: Lund stated that some of the districts didn't receive the anticipated return savings. Andrews stated that Northern Bridges was the first district to go forward without a pilot and had numerous issues. Decision makers want to fix existing problems before rolling out Family Care to additional districts.

Citizen Board Member Andrews stated that they cannot use planning grant money to respond to the RFP and funding will cease once the RFP is active.

Chairman Lund stated that eventually, citizens could come forward and challenge the state in regards to the inequality of care, possibly basing a law suit on equal protection grounds.

Q: County Board Member Clancy asked how much time, effort & money has gone into the N.E.W. Family Care District planning.

A: Chairman Lund stated that Rolf (Hanson) has been with the district for more than 4 years and there was an elected official planning group before that. He states he remembers the Board hearing about this for at least 8 years.

Kral added that the Lakeland MCO does have one of the pilot counties and institutional knowledge since they began operating Family Care in 2001.

LAUNDRIE/CLANCY moved to receive and place on file.

Motion was carried unanimously.

5. Electronic Medical Records Update.

- Dani Young introduced herself and gave a handout to the group (attached).
- We are working on replacing the current authorization & billing system in the Community Programs & Business Operations areas. Currently, we are in the middle of evaluating each unit's needs and will turn that into requirements for new systems. It is important that we can share information easily across units.
- One of the main focuses is optimization – utilizing systems to their full potential and making forms electronic. We are looking at improving billing processes to collect more revenue.
- One of the goals is to facilitate more streamlined documentation. Sometimes with electronic systems, people assume the system is used to collect information. It is not designed for us to be able to collect data but, instead, to facilitate people's daily work and to make things easier. The less time staff spend on paperwork is the more time they spend serving their clients.

County Board Member Van Dyck stated that when looking at the replacement of the AS400, he would encourage us to take advantage of the potential of the internet. He was disappointed when the county payroll system was implemented. He stated sometimes the county is archaic when it comes to programs and he would like us to be aware of that and realize the potential out there. Young stated that we do want a modern system but we also want it agile enough for people who aren't as computer literate but are highly knowledgeable in their roles.

Q: County Board Member Clancy asked how far along we are on the project.

A: Young stated we are in the initial phase and just met with the project team a few weeks ago. At this point, we are just evaluating the work of the different units. There will be a lot of reviewing of processes. She cited her experience with EPIC in her previous roles.

Q: Citizen Board Member Laundrie asked how Avatar compares to EPIC.

A: Young stated Avatar is specifically for Behavioral Health, while EPIC is designed for big hospital systems.

HYLAND/VAN DYCK moved to receive and place on file.
Motion was carried unanimously.

6. Financial Report

Schmitt had submitted a written report with the board packet agenda.

Kral added that the department experienced a favorable budget variance of less than 1%. For 2013, we drew 1.2 million dollars from the fund balance which was favorable by 1 million versus what was budgeted. He also stated that it is anticipated the CTC will function more efficiently on the expense side of the ledger this year. Revenue is tough to predict since the crisis diversion facility is newly opened. Our new CTC Administrator is doing some refinement to keep expenses down. We are trying to budget as accurately as possible.

County Board Member Van Dyck stated that during budget time, he would emphasize the \$700,000 utilization of fund balance rather than the favorable budget variance.

LAUNDRIE/ANDREWS moved to receive and place on file.
Motion was carried unanimously.

7. Statistical Reports:

Please refer to the packet which includes this information.

8. Approval for New Non-Continuous Vendor:

Please refer to the packet which includes this information.

9. Request for New Vendor Contract:

Please refer to the packet which includes this information.

10. Other Matters:

Next Meeting: Thursday, May 8, 2014
5:15 p.m. – Sophie Beaumont Building, Board Room A

11. Adjourn Business Meeting:

ANDREWS/HYLAND moved to adjourn; motion passed unanimously. Chairman Lund adjourned the meeting at 5:59 p.m.

Respectfully Submitted,

Kara Navin
Recording Secretary

Brown County Human Services

Executive Director's Report to the Human Services Board

April 10, 2014

Members of the Board:

The Business Unit just completed a very busy time of year. Closing the books for a department that receives over \$80 million in revenue from 3rd parties including federal and state government, several private insurance companies, and private payers is a very significant workload as you would expect. Further details are included in the financial reports.

The Electronic Medical Record project has been making good progress recently. We recently converted from Avatar to MyAvatar, a newer product from our vendor, Netsmart. This change has received universally positive feedback from the people who interact with it, which includes many social workers, case managers, physicians, billing personnel and associated supportive roles.

We are preparing to move into "Phase 3" of the Electronic Medical Record project, which basically means replacing our current authorization system. The authorization system basically tracks approvals and payments for services for most of the clients of the department. The current authorization system is based on software that is many years old, has many customized components without documentation, and generally requires a great deal of maintenance while simultaneously being byzantine and intimidating to users. Further updates will be provided by Dani Young in a few moments.

In the area of children and family services, Manager Jim Hermans and Child and Adolescent Behavioral Health Unit supervisor Dr. Althea Noukki have developed a proposal to bring state funding for Coordinated Services Team Initiative back to Brown County. The proposal for this recurring funding stream would fund a new position which will provide education, training, support, recruitment, and facilitation skills to our collaborating partners in schools and other professional systems that care for youth with behavioral health needs. The CSTI model fits best for children and families who have needs that are too great to be met by traditional outpatient counseling. We are very excited that our state partners chose to reinvest in this area.

Supervisor Pat Evans and co-chair Sue Lockwood reconvened the Child Abuse and Neglect Task Force for a second summit on March 21. At that meeting, there were several presentations, and the community plan was revealed. The Human Services Department has been an enthusiastic partner in the task force, and on behalf of the department I would like to recognize the efforts to date of the many task force member agencies and of our own personnel as well as Supervisor Evans.

Legislative developments in this area include the passage of AB570, which permits a child placed in out-of-home care who is a full-time student has an IEP to remain in care until earning their diploma, HSED, or reaching age 21-whichever comes first. This bill is expected to have a positive impact on affected youth. Based on county input, the legislation was changed so the state has the financial responsibility for youth over age 18 in expensive Residential Care Center (RCC) placements. Also, AB487 which sought to return non-violent 17 year-old offenders to juvenile court was not passed. The Wisconsin County Human Services Association advocated against passage because of the financial implications of shifting the cost of providing services from state to counties and I personally testified against the bill at a hearing in Madison for that reason.

In internal child welfare news, Jim Hermans has announced his retirement effective in May this year. We thank Jim copiously for his contributions to this department and the community and wish him all the best in his future endeavors.

Our consistently award-winning Economic Support Unit has been a statewide leader through the historic changes in the health insurance realm as implementation of the Patient Protection and Affordable Care Act. Workloads have increased greatly, and callers have often needed extra support due to confusion, frustration, and misunderstanding due to the changes. ES Administrator Jenny Hoffman and the entire team in Economic Support deserve recognition for the efficient and high-quality services they provide the community.

There has been no announcement or public information about the prospects of Family Care. Expansion of Family Care still appears to have support among state leaders, but there has been no official action toward expanding in our area. We hope to have better indication of the state's direction in the coming weeks and months.

There has been a significant development in our local Family Care planning district. The boards of NEW Family Care and Lakeland Care District have each passed motions which support a joint proposal to serve our 7-county region if and when the state Department of Health Services releases an RFP. Each entity finds benefit in combining efforts to respond to the RFP and thus to serve our region collaboratively if the RFP is selected by the state. Lakeland would go from being a small MCO to one of the largest, and the NEW District gains enhanced likelihood of successful RFP and the practice knowledge of an MCO that began in one of the pilot counties February 1, 2001.

As you may recall, the state's biennial budget created the opportunity to access community mental health services through the Comprehensive Community Services (CCS) program at state and federal expense if counties are participating in an approved consortium. We have been working with our colleagues in Outagamie, Winnebago, Calumet, and Manitowoc counties to this end. The consortium model that we are working with will help create efficiencies from the perspective of both the state and counties by consolidating and streamlining non-value added activities such as establishing rates. The application for approval is in progress, and implementation will begin July 1 if all goes well.

Respectfully Submitted By

A large, stylized handwritten signature in black ink, appearing to read 'J. Kral', is written over the printed name and title.

Jeremy Kral
Executive Director



Electronic Medical Records Update

Projects

- Human Services – Community Programs and Business Operations
- Human Services – Community Treatment Center
- Human Services – Community Treatment Center Billing

Systems

- AS400
- Avatar
- ADL

Goals

- Facilitate more complete documentation
- Allow exchange of data with other departments
- Better reporting and follow-up
- Reduce staff administrative time

Staff Administrative Time Reduction Example

- One of the optimization items being considered at the CTC will result in a reduction in the amount of time staff has to spend documenting - filling out forms, taking notes, and/or entering state or federal required information (that is, away from patient care). This is what we've estimated the time savings will be for each role:

Role	Time Savings (Per Month)	Time Savings (Per Day)
HIM	16.00	0.53
Manager	40.00	1.33
MD	15.00	0.50
MDS RN	5.00	0.17
RN	164.95	5.50

**PROCEEDINGS OF THE BROWN COUNTY
VETERANS' RECOGNITION SUBCOMMITTEE**

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the **Brown County Veterans' Recognition Subcommittee** was held on Tuesday, March 18, 2014 at 5:00 p.m., in Room 201 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

PRESENT: Chair Bernie Erickson, Carl Soderburg, Ed Koslowski, Delores Pierce, Duane Pierce, Jim Haskins, Sherry Steenbock, Steve Corrigan, Jerry Polus, Louise Dahlke
EXCUSED: Rosemary Desisles

****Running Total of Veterans' Certificates: 1527**

1. Call Meeting to Order.

The meeting was called to order by Chair Bernie Erickson at 5:00 p.m.

2. Invocation by Jim Haskins.

3. Approve/Modify Agenda.

**Motion made by Jim Haskins, seconded by Duane Pierce to approve the agenda. Vote taken.
MOTION CARRIED UNANIMOUSLY**

4. Approve or Modify Minutes of February 18, 2014.

**Motion made by Ed Koslowski, seconded by Delores Pierce to approve the minutes. Vote taken.
MOTION CARRIED UNANIMOUSLY**

5. Air Force Band of Mid America performance, Sunday, April 13/Green Bay West High School – Donations.

CVSO Jerry Polus indicated that he will be meeting with Tom Hinz and a representative of the Air Force Band of Mid America soon at West High School to work out the logistics of the band's performance on April 13. The time for the performance has been set for 3:00 p.m. and it should conclude by 5:00 p.m. There is no admission fee for this performance, however, there will be donation jars on tables outside the auditorium for those wishing to donate and proceeds will be used towards Veterans Court. Posters have been made and will be displayed at various local veterans' organizations as well as other locations around town.

Chair Erickson noted that he has received six pairs of tickets to the WWI exhibit currently being shown at the Neville Public Museum and these tickets will be given out in a drawing for those who made a donation. The Neville will also be allowing the use of several banners to be used outside of the school near the entrance door advertising the Museum exhibit.

6. Any new discussion regarding Veterans Appreciation Day at the Brown County Fair including comments from Steve Corrigan.

Steve Corrigan and Louise Dahlke of the Fair Board were in attendance at this meeting and both indicated that they wanted to work as best as they can with the Subcommittee to make a successful Military Appreciation Day event. Corrigan stated that although he appreciated the offer of this Subcommittee to incorporate a band into midway entertainment very much, he did not feel it would work out due to timing issues. Corrigan continued that the Veterans tent will be located in the same

vicinity it was last year and there will again be adjacent designated parking for veterans. He also indicated that they will get a white tent 40 X 60 this year due to the issues last year with the colored tent. Corrigan has been advised that Schneider will also bring their Ride with Pride truck for display again this year. He has not heard if any of the military branches will also be displaying vehicles.

Louise Dahlke indicated that she will attempt to have someone cover the office on the day of the Veterans event so that she can be available for any last minute needs. She stated that this year's tent will be a little larger than last year's tent and wanted to know if more tables would be needed in the tent as last year they really had to scrounge to find enough. She would appreciate knowing how many tables will be needed ahead of time so she can check for availability. Dahlke will also be sure there are plenty of chairs. Ed Koslowski wants to be sure that those organizations that reserve their spots in the tent have tables and he will bring some tables from home just in case. Erickson suggested that the organizations be told to be there at a specific time to set up so that they are ready to go when the event opens at noon. Corrigan indicated that parking will be restricted in the area near the tent for veterans and motorcycles and Dahlke indicated that she will notify the South gate of this.

Dahlke commented that she had seen in the minutes that the Subcommittee was thinking about having a booth in one of the exhibit halls. Corrigan indicated that if the Subcommittee wished to set up a booth, they could do so in either the commercial building or the 4 H building at no cost. Dahlke stated that in the past veterans displays had been set up and roped off and there was no problem with people touching things or walking off with things. Koslowski indicated that he would talk to the Vietnam Vets to see if there would be interest in setting up a photo display and Pierce will also talk to Rolling Thunder to see if there is interest in setting up a table display.

Polus indicated that he is still trying to secure a band to perform at the event. Several suggestions were discussed and he will keep this Subcommittee advised of his progress.

7. Discussion re: Topic of recognition at Veterans Appreciation Day at the Brown County Fair.

A discussion was held regarding what group of veterans the Subcommittee wished to honor at this year's Appreciation Day. Pierce suggested that the Korean era veterans be honored. Koslowski stated that he is aware of some Korean Vets in Amvets Post 11 and Pierce indicated that there were also some in his Legion Post. Dahlke added that she is also aware of some Korean vets in the Denmark post.

Erickson indicated he would have County Board staff create a certificate to be passed out to Korean era vets at the Fair. He also indicated he will work on a proclamation that August 16 be designated as Korean Era Veterans Day in Brown County.

8. Discussion re: Providing Information to Museum for World War I Exhibit.

Erickson indicated that he had received an e-mail flyer from the Museum that contained information on the World War I exhibit. He will forward this on to anyone who would like to send it out or post it at their respective organizations. Jim Haskins indicated that he had visited the Museum to see the exhibit and it was well worth seeing.

9. Report from CVSO Jerry Polus.

CVSO Jerry Polus did not have anything to report.

10. Comments from Carl Soderburg.

Carl Soderburg did not have anything to report.

11. **Report from Committee Members Present (Erickson, Desisles, Haskins, Koslowski, Maino, Ness, Pierce, Steenbock & Witkowski).**

-Erickson passed around an article that had been in a Janesville newspaper regarding a veterans' project that is very similar to the veterans' housing project going up in Green Bay.

-Haskins reported that he had recently stopped at a Kwik Trip and they had a donation jar on the counter for Honor Flights and there was a sign that said they were a proud supporter of Honor Flights. He also reported that at the Shawano Boat Show The Hand Foundation was collecting items such as winter coats, sleeping bags and socks and underwear for their Homeless Veterans program. Anyone bringing items for the Vets was entered into a drawing for a trailer. More information about this program can be found at www.handsfoundation.com.

Haskins continued that 24 Medals of Honor will be presented in Washington DC. He read a list depicting the total number of Medals of Honor that have been distributed to date. Pierce added that 19 people have received the honor twice.

-Koslowski reported that the die used to cut the reflective 32nd red arrows that are seen on vehicles has been purchased from the widow of the creator of the die and donated to Amvets Post 57. The die for the arrows dates back to the late 1970s and was created by Jim Deering. Koslowski indicated that if any veterans' organizations want the red arrows, they will cut them at no charge as long as the red reflective tape is provided.

Koslowski continued that currently the Amvets is the keeper of the memorial wall at the USS Arizona Memorial at Pearl Harbor. The Wall is in need of repairs as it is deteriorating due to natural exposure to the weather, salt water spray and foot traffic as well as the fact that the USS Arizona continues to sink. A total of \$325,000 is needed for the repairs and to date they have raised approximately \$200,000 to be used for the repairs.

Koslowski concluded his report by saying that the State Convention will be held at the Radisson from June 19 – 21, 2014.

-Duane Pierce reported that on Monday, March 24 the quarterly LZ get together will take place at 5:00 pm at the Pearly Gates. There will be food specials as well as several raffle items. Pierce also indicated that on April 12 Legion Post 11 will be hosting a brat fry at Festival Food East and he encouraged everyone to come out and support the Legion. Finally, Pierce thanked Reid Ribble for the work he is involved with in clearing up Veterans claims.

-Sherry Steenbock indicated that 14 new certificates have been mailed out.

12. **Such Other Matters as Authorized by Law.**

Erickson indicated that he had received an e-mail from Rosemary Desisles that stated that planning for the walk is continuing and she is still trying to set a date. She will update this group further at the next meeting.

With regard to the Fair, Steve Corrigan indicated that they sometimes have issues finding groups to perform the color guard at the rodeo. He asked if anyone in this group could make suggestions or help put together a color guard consisting of one person from each branch of service. Pierce indicated that he was going to a Vietnam Vets meeting after this meeting and he will talk to them about it.

Carl Soderburg mentioned that Sturgeon Bay has been declared a Coast Guard City which is quite a distinction as there are only 17 in the country. A ceremony will be held on May 10.

Duane Pierce noted that March 25 is recognized as Medal of Honor day and Vietnam Veterans Day is March 29.

13. **Adjourn.**

Motion made by Jim Haskins, seconded by Sherry Steenbock to adjourn at 5:58 pm Vote taken.

MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

March 19, 2014

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION ON HELPING FAMILIES MOVE
FROM HOMELESSNESS TO SELF-SUFFICIENCY**

WHEREAS, a safe, stable home is essential for any child to grow up healthy and happy, and become a contributing member of the community; and,

WHEREAS, the number of Brown County families who are homeless has been on the rise in recent years, in part because of the economic recession; and,

WHEREAS, the options for homeless families to find temporary shelter in Brown County are limited; and,

WHEREAS, Golden House, the domestic abuse program and shelter in Green Bay, was unable to shelter 269 women and children in 2012 because of limited capacity, and also were sought out by another 228 women and children who were not suffering from domestic violence but were still in need of shelter; and

WHEREAS, the number of families who are on the waiting list for housing at Freedom House has grown to over 100; and,

WHEREAS, the number of children who are homeless in the various Brown county school systems has been increasing, numbering over 1300 students during the 2012-2013 school year, according to the data from the McKinney-Vento Program that assists homeless children; and

WHEREAS, much of the public discussion around homelessness has focused on homeless single adults, while the greatest unmet need, perhaps, resides with homeless families; and,

WHEREAS, the Brown County Board, in August 2013, passed a resolution that expressed support for efforts to address homelessness, including the creation of a ten-year plan and educating the public on the problem of homelessness; and,

WHEREAS, efforts have begun to reconstitute the Brown County Board's Homeless Issues and Affordable Housing Subcommittee; and,

WHEREAS, family self-sufficiency and respect for the dignity and worth of all people, especially children, are worthy goals that both the Brown County Board and Humans Services department wish to promote; and,

WHEREAS, the latest projections for the Community Programs fund balance within the Brown County Human Services department indicate that the fund balance will have over \$500,000 of

undesignated funds by the end of fiscal year 2013; and,

WHEREAS, the Brown County Board of Supervisors wishes to use these funds in a manner consistent with the mission of the Human Services department; and,

WHEREAS, the Brown County Board seeks to invest in long-term efforts to promote family self-sufficiency, and thus reduce the costs to county residents of increased social service use;

NOW, THEREFORE, BE IT RESOLVED, that the Brown County Board of Supervisors includes in the 2014 Brown County budget a one-time expenditure of \$75,000 to create a fund to be used to provide grants to local projects seeking to reduce the problem of homelessness among families and to promote self-sufficiency, such as:

- establishing new transitional housing units for families, that would include support from a social service agency;
- enhancing existing transitional housing support efforts with families, such as home visits, educational and job training programs, etc.;
- expanding support and educational programs that promote self-sufficiency for homeless families, such as budgeting, substance abuse counseling, etc.;
- creating a ten-year plan to address homelessness in Brown County; and,

BE IT FURTHER RESOLVED, that the \$75,000 used to establish this fund be taken from the Community Programs fund balance; and,

FINALLY, BE IT RESOLVED, that these funds shall be administered by the Brown County Board's Homeless Issues and Affordable Housing Subcommittee, who will establish the application process and criteria for evaluating applications (including preference for applications that have some level of matching funds), as well as award the grants.

Respectfully submitted,

Daniel Robinson
Brown County Supervisor
District 19

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Authored by: _____

Final Draft Approved by Corporation Counsel

2

April 15, 2014

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION REGARDING RECLASSIFICATION OF POSITIONS
IN THE HUMAN SERVICES DEPARTMENT
(Receptionist, Switchboard Operator, Clerk Receptionist,
Switchboard Operator/Receptionist)

WHEREAS, there is currently a vacant Clerk Receptionist position in Human Services Community Programs; and

WHEREAS, the Human Resources department conducted a study of the Clerk Receptionist job duties as well as the similar positions of Receptionist, Switchboard Operator and Switchboard Operator/Receptionist and determined the duties and requirements for all of the positions are the same; and

WHEREAS, the Human Resources department further researched similar positions in the local market, other municipalities and referenced the U.S. Bureau of Labor Occupational Outlook Handbook for comparison data; and

WHEREAS, the research found that this position and similar positions have a starting rate of \$11.45 - \$19.81 in public entities and have a starting rate of \$11.83 in a placement agency; and

WHEREAS, as a result of the study, Human Resources recommends that the Receptionist, Switchboard Operator, Clerk Receptionist and Switchboard Operator/Receptionist positions be titled Clerk Receptionist and be placed in Pay Grade 4 (pay range \$11.81 - \$14.06) of the Classification and Compensation Plan to be consistent with similar positions in the County and the industry; and

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors the positions of Receptionist, Switchboard Operator, Clerk Receptionist and Switchboard Operator/Receptionist positions in the Human Services table of organization be titled Clerk Receptionist and placed in Pay Grade 4 of the Classification and Compensation Plan.

BE IT FURTHER RESOLVED, employees currently in Receptionist, Switchboard Operator, Clerk Receptionist and Switchboard Operator/Receptionist positions will retain their current hourly wage but will receive the title of Clerk Receptionist.

BE IT FURTHER RESOLVED, future vacancies for these positions will be filled at Pay Grade 4 of the Classification and Compensation Plan.

Annual Budget Impact

Receptionist 1 FTE - Human Services Community Programs 1,950 hours	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Receptionist (Current Rate)	\$(30,557)	\$(20,688)	\$(51,245)
Clerk Receptionist (Pay Grade 4, Step 3)	\$ 24,434	\$ 19,751	\$ 44,185
Annual Budget Impact per FTE	\$(6,123)	\$(937)	\$(7,060)

Switchboard Operator 1.00 FTE - Human Services Community Programs 1,950 hours	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Switchboard Operator (Current Rate)	\$(31,766)	\$(20,874)	\$(52,640)
Clerk Receptionist (Pay Grade 4, Step 3)	\$ 24,434	\$ 19,751	\$ 44,185
Annual Budget Impact per FTE	\$(7,332)	\$(1,123)	\$(8,455)

Clerk Receptionist 3 FTE's - Human Services Community Programs 2,080 hours	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Clerk Receptionist (Current Rate)	\$(33,966)	\$(21,210)	\$(55,176)
Clerk Receptionist (Pay Grade 4, Step 3)	\$ 26,062	\$ 20,000	\$ 46,062
Annual Budget Impact per FTE	\$(7,904)	\$(1,210)	\$(9,114)

Switchboard Operator/Receptionist 3.81 FTE's - Human Services Community Treatment Center 2,080 hours	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Switchboard Operator/Receptionist (Current Rate)	\$(33,987)	\$(21,212)	\$(55,199)
Clerk Receptionist (Pay Grade 4, Step 3)	\$ 26,062	\$ 20,000	\$ 46,062
Annual Budget Impact per FTE	\$(7,925)	\$(1,212)	\$(9,137)

Savings would be realized for each Receptionist, Switchboard Operator, Clerk Receptionist and Switchboard Operator/Receptionist vacancy filled after approval of resolution. There is currently a 1.00 FTE Clerk Receptionist vacancy in Human Services Community Programs.

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

Troy Streckenbach, County Executive

Date Signed: _____

Authored by Human Resources and approved by Corporation Counsel.

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



LYNN VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

INTERIM HUMAN RESOURCES MANAGER

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 03/17/14

REQUEST TO: Human Services Committee

MEETING DATE: 03/26/14

REQUEST FROM: Brent Miller
Human Resources Manager

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Reclassification of Positions in the Human Services Department
(Receptionist, Switchboard Operator, Clerk Receptionist, Switchboard Operator/Receptionist)

ISSUE/BACKGROUND INFORMATION:

A Clerk Receptionist vacancy prompted a study of similar positions in the County compared to the local market, other municipalities and the U.S. Bureau of Labor Occupational Outlook Handbook.

ACTION REQUESTED:

Change the title of similar positions to Clerk Receptionist and place in Pay Grade 4 of the Classification and Compensation Plan to be consistent with similar positions in the County and the industry.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
 - a. If yes, what is the amount of the impact?
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☒ Yes ☐ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded?

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: CLERK RECEPTIONIST
REPORTS TO: MULTIPLE
DEPARTMENT: HUMAN SERVICES

JOB SUMMARY:

Performs receptionist and general clerical work under basic supervision, while also exercising independent judgment in transactions with the public. Responsible for answering and redirecting incoming calls, requiring familiarity with departmental programs, operations and agency staff. Data processing, record keeping, receiving the public and providing customer service are all included in this position.

ESSENTIAL DUTIES:

Maintains the confidential nature of client and business information, records and documents per departmental standards and State/Federal Confidentiality Laws.

Answers incoming phone calls and inquiries of a general, non-restricted nature or refers inquiries to the proper official or department.

Receives and/or relays messages to proper department or employee, either in paper or electronic format depending upon the guidelines provided.

Acknowledges and greets clients/visitors as they arrive, directing them and providing information. Notifies appropriate staff person when a visitor has arrived and/or is waiting for an appointment.

Maintains a professional and friendly demeanor with all internal and external customers, clients and staff members.

Schedules and cancels appointments, as instructed, and maintains appropriate records.

If applicable, receives payments, issues receipts and accounts for monies handled.

Performs data entry of agency/departmental information.

Obtains information from public, clients and/or staff members for completion of forms, documents, etc.

Maintains computer information system(s).

Develops and maintains files according to departmental standards.

Prepares office for business and closes office on a daily basis.

Types correspondence, memorandums, lists, reports, and other documents.

Assists with various projects and programs as needed.

Maintains a clean, safe and organized working environment.

Attends in-service training and meetings, as required and necessary to carry out responsibilities of the position.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

Telecommunication equipment including Telephone Device for the Deaf (TDD)
Computers, printers, copiers, fax machines and other general office equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School Diploma or equivalent (GED), plus one year of relevant office experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications:

None.

Knowledge, Skills and Abilities:

Excellent phone etiquette.

Ability to thrive at work with minimal supervision and to exercise good independent judgment.

Knowledge of general office procedures.

Strong skills in current software programs (i.e. MS Office – Word, Excel, Outlook and Access).

Skills in typing, record keeping, filing and other general clerical duties.

Ability to operate a variety of standard office equipment such as computers, keyboards relating to personal computers and terminals, calculators, copiers, fax machines, etc.

Typing speed of 40 net words per minute or greater.

Strong written and verbal communication skills.

Ability to print and write legibly.

Ability to understand and carry out oral and written instructions.

Ability to establish and maintain effective working relationships with staff and the public.

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee will be exposed to normal office conditions and usual office equipment such as telephone, personal computer, printers/copiers, reports and files.

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Extended periods of sitting; intermittent standing and walking.

Using hand(s) for single grasping, fine manipulation, pushing and pulling, and operating controls.

Frequent bending, twisting, squatting; occasional reaching.

Communicating verbally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people, objects and written materials at varied distances under a variety of light conditions.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Revised: 03/14/2014

May 21, 2014

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION
FOR THE HUMAN SERVICES DEPARTMENT
SOCIAL WORKER/CASE MANAGER

WHEREAS, the Human Services department has received funding from the State of Wisconsin Department of Health Services to help reduce the wait lists for Brown County's Children's Long Term Care and Community Options program for the physically disabled population; and

WHEREAS, the Human Services department has requested the addition of 2.00 FTE Social Worker/Case Manager positions to safely provide additional constituents with ongoing services and reduce wait lists; and

WHEREAS, the Wisconsin Department of Health Services is providing Long Term Care funding for six months. Additionally, the services provided for these consumers are supported by funding through State and Federal dollars; and

WHEREAS, the Human Resources department, in conjunction with Human Services, recommend the addition of 2.00 FTE Social Worker/Case Manager positions to the Human Services table of organization, effective July 1, 2014.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, 2.00 FTE Social Worker/Case Manager positions be added to the Human Services table of organization.

Budget Impact

Human Services

Add 2.00 FTE Social Worker/Case Manager

Partial Year Budget Impact (07/01/14 – 12/31/14)	FTE	Addition/ Deletion	Salary	Fringe	Total
Social Worker/Case Manager	2.00	Addition	\$ 60,002	\$ 25,194	\$ 85,196
Partial Budget Impact			\$ 60,002	\$ 25,194	\$ 85,196

Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Social Worker/Case Manager	2.00	Addition	\$120,004	\$ 50,388	\$170,392
Annualized Budget Impact			\$120,004	\$ 50,388	\$170,392

Fiscal Note: This resolution does not require an appropriation from the General Fund. Funding is available through State and Federal dollars.

Respectfully submitted,

HUMAN SERVICES COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

Troy Streckenbach
County Executive

Date Signed: _____

Authored by Human Resources and approved by Corporation Counsel.

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRENT R. MILLER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 04/17/14

REQUEST TO: Human Services Committee

MEETING DATE: 04/30/14

REQUEST FROM: Brent Miller
Human Resources Manager

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Change in Table of Organization for the Human Services Department
(Social Worker/Case Manager)

ISSUE/BACKGROUND INFORMATION:

The Human Services department has received funding to help reduce the waiting list for Children's Long Term Care and Community Options Program for the physically disabled population.

ACTION REQUESTED:

The addition of 2.00 FTE Social Worker/Case Manager positions to Human Services table of organization to safely provide additional constituents with ongoing services and reduce the wait lists.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? \$85,196
 - b. If part of a bigger project, what is the total amount of the project? \$_____
 - c. Is it currently budgeted? ☐ Yes ☒ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? Funding from the Wisconsin Department of Human Services and funding available through federal and state dollars.

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

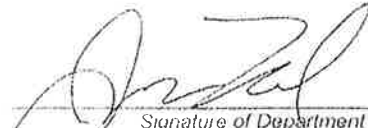
BUDGET ADJUSTMENT REQUEST

	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification. <input type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Executive County Board
<input type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments. <input type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Executive County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201.076.140.141.4302.081027	CST Revenue	\$62,123
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201.076.140.141.5100.CST	Wages	\$37,587
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201.076.140.141.5110.CST	Fringe	\$15,787
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201.076.140.141.5300.CST	Supplies	\$3,249
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201.076.140.141.5340.CST	Travel/Train	\$500
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201.076.140.141.7000.CST	Purch Services	\$5,000


Narrative Justification:

2014 adjustment: This adjustment records new funding for the Coordinated Services Team through a grant from Wisconsin Department of Health Services. This grant funding will be used to hire a CST Initiative Coordinator who will take a lead role in expanding capacity of the program to offer CST services to more families with complex needs in our community.



 Signature of Department Head
 Department: Human Services
 Date: 3-19-14

AUTHORIZATIONS



 Signature of Executive
 Date: 3/20/14

BUDGET ADJUSTMENT REQUEST

CategoryApproval Level


- | | | |
|---------------------------------------|--|---|
| <input type="checkbox"/> 1 | Reallocation from one account to another in the same level of appropriation | Dept Head |
| <input type="checkbox"/> 2 | Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> • Reallocation to another account strictly for tracking or accounting purposes • Allocation of budgeted prior year grant not completed in the prior year | Director of Admin |
| <input type="checkbox"/> 3 | Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation | County Exec |
| <input type="checkbox"/> 4 | Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.) | County Exec |
| <input type="checkbox"/> 5 | a) Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts) | Admin Committee |
| | b) Reallocation of <u>more than 10%</u> of the funds original appropriated between any of the levels of appropriation | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 6 | Reallocation between two or more departments, regardless of amount | Oversight Comm
2/3 County Board |
| <input checked="" type="checkbox"/> 7 | Any increase in expenses with an offsetting increase in revenue | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 8 | Any allocation from a department's fund balance | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 9 | Any allocation from the County's General Fund | Oversight Comm
Admin Committee
2/3 County Board |

Justification for Budget Change:

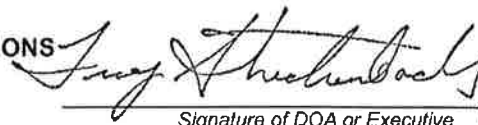
2014 Adjustment: BCHSD received additional funding from the Department of Children and Families for Foster Parent Competency Training. These activities will be performed primarily by existing staff.

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201.076.140.144.4302.3395FPCT	State/Federal aid	\$5,200
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201.076.140.144.5100.FPCT	wages	\$3,662
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201.076.140.144.5110.FPCT	fringe	\$1,538
<input type="checkbox"/>	<input type="checkbox"/>			

SLC
B


 Signature of Department Head
 Department: Human Services
 Date: 3-24-14

AUTHORIZATIONS


 Signature of DOA or Executive
 Date: 3/25/14

Brown County Human Services

Executive Director's Report to the Human Services Committee

April 23, 2014

Members of the Committee:

In the area of Child Welfare, our department has been working on implementing board-approved changes this year by utilizing paraprofessional Parent Aide-Family Support positions to assist families in enhancing their ability to keep their own children safe. This is one step in the process of molding our child welfare system so that it emphasizes investment in early intervention to reduce both maltreatment of children and the overall costs associated with child protection. These workers are primarily working with families who have to maintain a safety plan in order to avoid having children removed from the home and with families who are preparing to reunify with a child returning from out-of-home care so that the child can stay safe and the family stable upon reunification.

The department is also one of the pilot counties for a state initiative entitled Post-Reunification Services. This program creates a funding stream to serve families after children have been returned to parents, with the goal of keeping the family stable so that a child can remain safe and does not return to care. Enrollment has been light due to state-set criteria; we are optimistic that a recent change to the formula will expand participation.

Legislative developments in this area include the passage of AB570, which permits a child placed in out-of-home care who is a full-time student has an IEP to remain in care until earning their diploma, HSED, or reaching age 21-whichever comes first. This bill is expected to have a positive impact on affected youth. Based on county input, the legislation was changed so the state has the financial responsibility for youth over age 18 in expensive Residential Care Center (RCC) placements. Also, AB487 which sought to return non-violent 17 year-old offenders to juvenile court was not passed. The Wisconsin County Human Services Association advocated against passage because of the financial implications of shifting the cost of providing services from state to counties and I personally testified against the bill at a hearing in Madison for that reason.

In internal child welfare news, Jim Hermans has announced his retirement effective in May this year. We thank Jim copiously for his contributions to this department and the community and wish him all the best in his future endeavors.

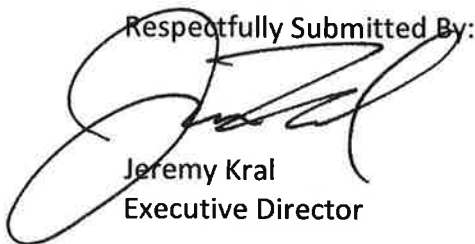
Our consistently award-winning Economic Support Unit has been a statewide leader through the historic changes in the health insurance realm as implementation of the Patient Protection and Affordable Care Act. Workloads have increased greatly, and callers have often needed extra support due to confusion, frustration, and misunderstanding due to the changes. ES

Administrator Jenny Hoffman and the entire team in Economic Support deserve recognition for the efficient and high-quality services they provide the community. I want to publicly express my personal thanks to all our personnel in this area for their work to date and into the future.

The Electronic Medical Record project has been making good progress recently. The hospital, community behavioral health, and nursing home areas have recently converted from Avatar to MyAvatar, a newer product from our vendor, Netsmart. This change has received universally positive feedback from the people who interact with it, which includes many social workers, case managers, physicians, nurses, billing personnel and associated supportive roles.

We are preparing to move into "Phase 3" of the Electronic Medical Record project, which basically means replacing our current authorization, billing, and payment system. This system basically tracks approvals and payments for services for most of the clients of the department. The current system is based on software that is many years old, has many customized components without documentation, and generally requires a great deal of maintenance while simultaneously being byzantine and intimidating to users. It would be hard to overestimate the importance of making this project a success-it literally underpins virtually everything we do in case management for individuals engaged in our long term care, behavioral health, and child welfare systems.

Respectfully Submitted By:

A large, stylized handwritten signature in black ink, appearing to read 'Jeremy Kral', is written over the text 'Respectfully Submitted By:'.

Jeremy Kral
Executive Director

A small, handwritten mark or signature in the bottom right corner of the page, consisting of a single, fluid stroke.

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600



Phone (920) 448-6064 Fax (920) 448-6126

Tim Schmitt, Budget & Finance Manager

To: Human Services Board, Human Services Committee

Date: April 1, 2014

Subject: 2013 pre-audit financial results for Community Programs and Community Treatment Center

Revised forecast financial results are reported year to date thru December, 2013.

The department as a whole drew approximately \$1.2 million from fund balance for 2013, this is approximately \$900K favorable compared to the approved budget. Fund balance utilization was budgeted mostly for projects that were accomplished in 2013, the CTC redesign and ongoing electronic medical record implementation.

Community Programs finished the year with a net surplus of \$507K. The surplus is primarily due to lower expenses than budgeted. A savings of \$1.7 million was realized due to lower wage and fringe costs due to open positions and budgeting positions at the highest step rate as well as savings in purchased services. CP realized a favorable variance of \$1.7 million in purchased services primarily due to client attrition in the long-term care unit, case managers emphasizing choice and empowerment to help participants stay in their homes when possible, and reduced utilization of substitute care settings. In addition, CP realized a favorable expense variance of \$750K due to lower costs transferred to the CTC for the Hospital/CBRF construction project.

The Community Treatment Center finished the year with a total deficit of \$1.9 million. \$1.2 million of the deficit is due to 2013 operations while \$700K is due to a prior year expense. Of the \$1.2 million operating deficit, \$500K will have a negative levy impact and the remainder (\$722K) is due to depreciation expense (non-levy). In 2013, the CTC revenues were lower than budget primarily due to lower client admissions for both Brown County and out of county clients in the hospital in addition to an unfavorable client payer mix in the nursing home. Expenses show an overall favorable variance of \$177.5K due to lower than budgeted wages and fringes due to lower staff needs due to a lower hospital census.



Community Programs (pre-audit final)

Through 12/31/13
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Fund	201 - CP	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD	Variance
REVENUE												
Property taxes		16,024,172.00	.00	16,024,172.00	1,335,347.63	.00	.00	16,024,172.00	.00	100	17,388,105.00	0.00
Intergovernmental		65,071,363.00	5,669,774.00	70,741,137.00	8,603,266.97	.00	.00	69,147,868.12	1,593,268.88	98	64,877,519.51	1,593,268.88
Charges for sales and services		1,877,965.00	.00	1,877,965.00	97,314.78	.00	.00	1,965,809.54	(87,844.54)	105	2,075,608.82	(87,844.54)
Intergovernmental charges for services		8,272,174.00	.00	8,272,174.00	432,332.30	.00	.00	8,200,977.01	71,196.99	99	8,274,618.36	71,196.99
Miscellaneous revenue		16,000.00	1,000.00	17,000.00	1,173.87	.00	.00	9,325.16	7,674.84	55	34,999.28	7,674.84
Rent		36,000.00	.00	36,000.00	3,000.00	.00	.00	36,000.00	.00	100	39,000.00	0.00
Contributions		.00	.00	.00	8,549.07	.00	.00	17,681.30	(17,681.30)	+++	22,083.27	(17,681.30)
Charges to county departments		.00	.00	.00	.00	.00	.00	.00	.00	+++	.00	0.00
Transfer in		29,100.00	53,692.00	82,792.00	52,543.20	.00	.00	84,612.09	(1,820.09)	102	41,108.00	(1,820.09)
REVENUE TOTALS		\$91,326,774.00	\$5,724,466.00	\$97,051,240.00	\$10,533,517.82	\$0.00	\$0.00	\$95,486,445.22	\$1,564,794.78	98%	\$92,753,042.24	1,564,794.78
EXPENSE												
Personnel services		14,600,771.00	149,162.00	14,749,933.00	1,577,210.79	.00	.00	13,965,812.82	784,120.18	95	13,345,793.77	(784,120.18)
Fringe benefits and taxes		5,955,066.00	162,313.00	6,117,379.00	251,758.02	.00	.00	5,225,684.05	891,714.95	85	5,589,812.38	(891,714.95)
Employee costs		34,907.00	.00	34,907.00	1,079.94	.00	.00	15,411.36	19,495.64	44	6,737.64	(19,495.64)
Operations and maintenance		1,428,494.00	55,130.00	1,483,624.00	210,245.88	.00	.00	1,427,731.30	55,892.70	96	1,322,190.63	(55,892.70)
Insurance costs		2,000.00	.00	2,000.00	.00	.00	.00	1,000.00	1,000.00	50	2,000.00	(1,000.00)
Utilities		30,500.00	3,700.00	34,200.00	1,799.98	.00	.00	27,099.36	7,100.64	79	16,514.76	(7,100.64)
Chargebacks		2,375,541.00	.00	2,375,541.00	184,674.18	.00	.00	2,311,052.38	64,488.62	97	2,176,281.14	(64,488.62)
Purchased services		66,327,219.00	2,959,032.00	69,286,251.00	6,386,153.82	.00	.00	67,908,477.65	1,377,773.35	98	64,664,381.05	(1,377,773.35)
Contracted services		879,600.00	2,364,723.00	3,244,323.00	2,531,626.55	.00	.00	3,073,398.49	170,924.51	95	2,669,563.29	(170,924.51)
Medical expenses		400.00	.00	400.00	.00	.00	.00	.00	400.00	0	.00	(400.00)
Judiciary Costs		85,000.00	.00	85,000.00	5,844.52	.00	.00	66,303.71	18,696.29	78	125,101.00	(18,696.29)
Other		.00	.00	.00	.00	.00	.00	.00	.00	+++	.00	0.00
Outlay		58,125.00	.00	58,125.00	.00	.00	.00	16,531.50	41,593.50	28	41,743.00	(41,593.50)
Transfer out		1,405,042.00	250,737.00	1,655,779.00	47,856.27	.00	.00	940,692.39	715,086.61	57	2,792,923.58	(715,086.61)
EXPENSE TOTALS		\$93,182,665.00	\$5,944,797.00	\$99,127,462.00	\$11,198,249.95	\$0.00	\$0.00	\$94,979,175.01	\$4,148,286.99	96%	\$92,753,042.24	(4,148,286.99)
Fund 201 - CP Totals												
REVENUE TOTALS		91,326,774.00	5,724,466.00	97,051,240.00	10,533,517.82	.00	.00	95,486,445.22	1,564,794.78	98	92,753,042.24	1,564,794.78
EXPENSE TOTALS		93,182,665.00	5,944,797.00	99,127,462.00	11,198,249.95	.00	.00	94,979,175.01	4,148,286.99	96	92,753,042.24	(4,148,286.99)
Fund 201 - CP Totals		(\$1,855,891.00)	(\$220,331.00)	(\$2,076,222.00)	(\$664,732.13)	\$0.00	\$0.00	\$507,270.21	(\$2,583,492.21)		\$0.00	(2,583,492.21)

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Brown County Human Services

Community Programs Fund balance report - Forecast after fund transfers to CTC

Special Revenue Fund: Funds used to account for the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects
Fund balance is defined by Governmental Accounting, Auditing, and Financial Reporting as the difference between assets and liabilities reported in a governmental fund

	3300.100/200 Desig Subseq Yr Exp	3300.700 Desig Cap Proj	3300.400 Reserve for Prepaid	Total
Balance as of 1/1/2013	\$ 4,901,828	\$ 1,100,000	\$ 210,618	\$ 6,212,446
transfer	\$ 1,100,000	\$ (1,100,000)		\$ -
Transfer for prepaid expense			\$ (192,351)	\$ (192,351)
2013 CP Surplus				\$ -
Estimated 'CTC' funds transfer (to cover deficit)	\$ (1,184,416)			\$ (1,184,416)
End balance 12/31/13	\$ 4,817,412	\$ -	\$ 18,267	\$ 4,835,679

*Note: Fund balance does not represent cash on hand
Cash is consumed by working capital requirements (i.e. Accounts Receivable)



CTC operating results (pre-audit final)

Through 12/31/13
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD	Variance
Fund 630 - CTC										
REVENUE										
Property taxes	3,236,508.00	.00	3,236,508.00	269,709.00	.00	3,236,508.00	.00	100	2,936,997.00	0.00
Intergovernmental	558,700.00	.00	558,700.00	55,729.17	.00	668,750.00	(110,050.00)	120	654,322.00	(110,050.00)
Fines and forfeitures	.00	.00	.00	.00	.00	.00	.00	+++	.00	0.00
Charges for sales and services	6,921,830.00	.00	6,921,830.00	441,524.77	.00	4,334,892.74	2,586,937.26	63	5,230,403.25	2,586,937.26
Intergovernmental charges for services	2,726,370.00	.00	2,726,370.00	363,138.12	.00	3,205,006.80	(478,636.80)	118	3,404,823.04	(478,636.80)
Miscellaneous revenue	5,500.00	.00	5,500.00	1,195.94	.00	2,808.63	2,691.37	51	2,823.17	2,691.37
Rent	165,330.00	.00	165,330.00	13,333.00	.00	165,330.00	.00	100	160,330.00	0.00
Contributions	3,300.00	.00	3,300.00	250.00	.00	1,425.00	1,875.00	43	1,630.00	1,875.00
Charges to county departments	363,700.00	.00	363,700.00	(173,674.42)	.00	364,134.54	(434.54)	100	352,069.45	(434.54)
Capital contributions	.00	15,246.00	15,246.00	637,995.39	.00	653,241.39	(637,995.39)	4285	539,076.34	(637,995.39)
Transfer in	.00	30,014.00	30,014.00	29,785.10	.00	30,015.10	(1.10)	100	613,753.04	(1.10)
REVENUE TOTALS	\$13,981,238.00	\$45,260.00	\$14,026,498.00	\$1,638,986.07	\$0.00	\$12,662,112.20	\$1,364,385.80	90%	\$13,896,226.29	1,364,385.80
EXPENSE										
Cost of sales	6,700.00	.00	6,700.00	215.85	.00	4,787.72	1,912.28	71	7,097.82	(1,912.28)
Personnel services	7,297,010.00	(2,743.00)	7,294,267.00	665,020.89	.00	6,969,338.08	324,928.92	96	6,891,656.86	(324,928.92)
Personnel services claim	0	.00	.00	.00	.00	672,719.55	(672,719.55)	0	.00	672,719.55
Fringe benefits and taxes	2,701,074.00	18,357.00	2,719,431.00	78,187.32	.00	2,301,510.16	417,920.84	85	2,472,392.66	(417,920.84)
Employee costs	5,850.00	3,000.00	8,850.00	1,006.09	.00	6,617.22	2,232.78	75	2,007.14	(2,232.78)
Operations and maintenance	571,569.00	(29,600.00)	541,969.00	47,459.29	.00	541,808.12	160.88	100	484,422.32	(160.88)
Insurance costs	161,192.00	.00	161,192.00	13,205.00	.00	158,650.00	2,542.00	98	159,435.88	(2,542.00)
Utilities	7,000.00	9,150.00	16,150.00	1,298.87	.00	9,513.62	6,636.38	59	9,594.89	(6,636.38)
Chargebacks	2,233,040.00	(20,000.00)	2,213,040.00	213,981.56	.00	2,156,596.34	56,443.66	97	2,207,721.51	(56,443.66)
Contracted services	596,060.00	55,000.00	651,060.00	42,622.67	.00	638,672.60	12,387.40	98	755,074.74	(12,387.40)
Medical expenses	332,750.00	(3,150.00)	329,600.00	27,411.80	.00	318,630.94	10,969.06	97	298,733.25	(10,969.06)
Other	.00	.00	.00	.00	.00	.00	.00	+++	.00	0.00
Debt retirement	180.00	.00	180.00	7.92	.00	165.20	14.80	92	373.14	(14.80)
Depreciation	735,660.00	.00	735,660.00	65,180.98	.00	722,822.90	12,837.10	98	624,507.33	(12,837.10)
Outlay	.00	.00	.00	.00	.00	(418.00)	418.00	+++	7,555.85	(418.00)
Transfer out	68,813.00	.00	68,813.00	4,857.84	.00	67,937.02	875.98	99	68,639.74	(875.98)
EXPENSE TOTALS	\$14,716,898.00	\$30,014.00	\$14,746,912.00	\$1,160,456.08	\$0.00	\$14,569,351.47	\$177,560.53	94%	\$13,989,213.13	(177,560.53)
Fund 630 - CTC Totals										
REVENUE TOTALS	13,981,238.00	45,260.00	14,026,498.00	1,638,986.07	.00	12,662,112.20	1,364,385.80	90	13,896,226.29	1,364,385.80
EXPENSE TOTALS	14,716,898.00	30,014.00	14,746,912.00	1,160,456.08	.00	14,569,351.47	177,560.53	94	13,989,213.13	(177,560.53)
Fund 630 - CTC Totals	(\$735,660.00)	\$15,246.00	(\$720,414.00)	\$478,529.99	\$0.00	(\$1,907,239.27)	(\$1,186,825.27)		\$92,986.84	1,186,825.27

**BROWN COUNTY COMMUNITY TREATMENT CENTER
MARCH 2014 BAY HAVEN STATISTICS**

		Year to Date 2014	Year to Date 2013
ADMISSIONS	March		
Voluntary - Mental Illness	20	89	0
Voluntary - Alcohol	0	0	0
Voluntary - AODA/Drug	0	0	0
Police Protective Custody - Alcohol	0	0	0
Commitment - Alcohol	0	0	0
Commitment - Drug	0	0	0
Court-Ordered Evaluation	0	0	0
Emergency Commitment- Alcohol	0	0	0
Emergency Detention - Drug	0	0	0
Emergency Detention - Mental Illness	0	1	0
Court Order Prelim. - Mental Illness	0	0	0
Court Order Prelim. - Alcohol	0	0	0
Court Order for Final Hearing	0	0	0
Commitment - Mental Illness	0	0	0
Return from Conditional Release	0	0	0
Court Order Prelim. - Drug	0	0	0
Other	0	0	0
TOTAL	20	90	0

ADMISSIONS			
Bay Haven	20	90	0
TOTAL	20	90	0

ADMISSIONS BY COUNTY			
Brown	15	73	0
Door	1	1	0
Kewaunee	0	2	0
Oconto	1	3	0
Marinette	0	0	0
Shawano	0	0	0
Waupaca	0	0	0
Menominee	0	0	0
Outagamie	1	3	0
Manitowoc	2	7	0
Winnebago	0	0	0
Other	0	1	0
TOTAL	20	90	0

NEW ADMISSIONS			
Bay Haven	15	35	0
TOTAL	15	35	0

READMIT WITHIN 30 DAYS			
Bay Haven	3	10	0
TOTAL	3	10	0

		Year to Date 2014	Year to Date 2013
AVERAGE DAILY CENSUS	March		
Bay Haven	3	4	0
TOTAL	3	4	0

INPATIENT SERVICE DAYS			
Bay Haven	89	403	0
TOTAL	89	403	0

BED OCCUPANCY			
Bay Haven	19%	30%	0.0%
TOTAL (15 Beds)	19%	30%	0.0%

DISCHARGES			
Bay Haven	24	89	0
TOTAL	24	89	0

DISCHARGE DAYS			
Bay Haven	145	421	0
TOTAL	145	421	0

AVERAGE LENGTH OF STAY			
Bay Haven	6	5	0
TOTAL	6	5	0

AVERAGE LENGTH OF STAY BY COUNTY			
Brown	7	5	0
Door	2	5	0
Kewaunee	5	9	0
Oconto	0	3	0
Marinette	0	0	0
Shawano	0	0	0
Waupaca	0	0	0
Menominee	0	0	0
Outagamie	1	2	0
Manitowoc	4	3	0
Winnebago	0	0	0
Other	0	13	0
TOTAL	6	5	0

In/Outs	Current	YTD	2013
	0	0	0

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**BROWN COUNTY COMMUNITY TREATMENT CENTER
MARCH 2014 NICOLET PSYCHIATRIC CENTER STATISTICS**

ADMISSIONS	March	Year to Date	Year to Date
		2014	2013
Voluntary - Mental Illness	8	27	68
Voluntary - Alcohol	0	0	0
Voluntary - AODA/Drug	0	0	0
Police Protective Custody - Alcohol	0	0	0
Commitment - Alcohol	0	0	0
Commitment - Drug	0	0	0
Court-Ordered Evaluation	0	0	0
Emergency Commitment- Alcohol	0	0	0
Emergency Detention - Drug	0	0	0
Emergency Detention - Mental Illness	61	183	193
Court Order Prelim. - Mental Illness	0	1	1
Court Order Prelim. - Alcohol	0	0	0
Court Order for Final Hearing	0	1	2
Commitment - Mental Illness	0	0	0
Return from Conditional Release	6	23	18
Court Order Prelim. - Drug	0	0	0
Other	0	0	0
TOTAL	75	235	282

ADMISSIONS			
Nicolet	75	235	282
TOTAL	75	235	282

ADMISSIONS BY COUNTY			
Brown	48	145	177
Door	1	7	10
Kewaunee	2	10	9
Oconto	5	17	14
Marinette	1	5	16
Shawano	1	5	14
Waupaca	1	3	1
Menominee	1	2	7
Outagamie	0	5	7
Manitowoc	12	25	24
Winnebago	0	2	0
Other	3	9	3
TOTAL	75	235	282

NEW ADMISSIONS			
Nicolet	33	123	99
TOTAL	33	123	99

READMIT WITHIN 30 DAYS			
Nicolet	5	17	41
TOTAL	5	17	41

AVERAGE DAILY CENSUS	March	Year to Date	Year to Date
		2014	2013
Nicolet	11	11	13
TOTAL	11	11	13

INPATIENT SERVICE DAYS			
Nicolet	326	1008	1128
TOTAL	326	1008	1128

BED OCCUPANCY			
Nicolet	66%	70%	34%
TOTAL (16 Beds)	66%	70%	34%

DISCHARGES			
Nicolet	74	231	277
TOTAL	74	231	277

DISCHARGE DAYS			
Nicolet	384	1017	1084
TOTAL	384	1017	1084

AVERAGE LENGTH OF STAY			
Nicolet	5	4	4
TOTAL	5	4	4

AVERAGE LENGTH OF STAY			
BY COUNTY			
Brown	5	4	6
Door	1	4	8
Kewaunee	3	4	7
Oconto	6	4	5
Marinette	2	2	4
Shawano	4	4	6
Waupaca	0	0	0
Menominee	28	15	8
Outagamie	0	4	6
Manitowoc	6	7	10
Winnebago	0	2	0
Other	0	2	7
TOTAL	5	4	4

In/Outs	Current	YTD	2013
	4	7	1

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BELLIN PSYCHIATRIC CENTER
INVOLUNTARY AND VOLUNTARY ADOLESCENT ADMISSIONS
Month Ending: March 2014

Voluntary Admissions	22
Involuntary Admissions	7
Voluntary Inpatient Days	101
Involuntary Inpatient Days	42
Voluntary Avg Length of Stay	4.59
Involuntary Avg Length of Stay	6

Report of Child Abuse/Neglect by Month

Month	2013	2014	% Change from 2013 to 2014
January	422	408	-3.3%
February	333	425	27.6%
March	396	435	9.84%
April	476		
May	477		
June	322		
July	296		
August	315		
September	425		
October	446		
November	400		
December	372		
Total	4680		

Reports Investigated by Month

Month	2013	2014	% Increase
January	133	142	6.7%
February	115	128	11.3%
March	127	142	11.8%
April	162		
May	143		
June	127		
July	112		
August	109		
September	147		
October	144		
November	154		
December	146		
Total	1619		

Agency	Contract Sent	Contract Returned	Original Contract Amount	Updated Contract Amount
ADAMS AFH	12/5/13	12/18/13	\$102,481	\$109,493
ADAMS, R AFH	12/5/13	1/29/14	\$13,239	\$13,239
ADULT CARE LIVING OF NE WI	1/9/14	1/29/14	\$205,640	\$205,640
ADRC	12/23/13	1/9/14	\$72,000	\$72,000
ADVOCATES FOR HEALTHY TRANSITIONAL LIVING LLC	12/19/13	1/6/14	\$50,000	\$50,000
ADVOCATES, EXTENSION LLC	2/20/14	3/3/14	\$25,000	\$25,000
AGE WELL CENTRE FOR LIFE ENRICHMENT	12/19/13	1/6/14	\$180,000	\$180,000
AGNESIAN HEALTHCARE INC	3/27/14		\$15,834	\$15,834
ANDERSON RECEIVING HOME	12/5/13	12/11/13	\$13,140	\$18,068
ANGELS ON ARCADIAN	12/19/13	1/6/14	\$1,531,200	\$1,531,200
ANNA'S HEALTHCARE (COUNTRY LIVING)	12/19/13	1/23/14	\$445,641	\$445,641
ANU FAMILY SERVICES, INC. (FORMERLY PATH)	12/19/13	1/16/14	\$60,000	\$60,000
ARNOLD, REBECCA	12/5/13	1/20/14	\$25,000	\$25,000
ARTISAN ASSISTED LIVING	1/13/14	2/25/14	\$480,566	\$480,566
ARTS AFH	12/5/13	12/18/13	\$30,132	\$30,132
ASPIRO INC	2/6/14	2/6/14	\$2,914,504	\$2,914,504
BELLIN PSYCHIATRIC CENTER	1/22/14	2/10/14	\$10,000	\$10,000
BENNIN, MARILYN	2/25/14	4/3/14	\$9,000	\$9,000
BERGER AFH	12/5/13	1/22/14	\$57,120	\$57,120
BETHESDA	1/20/14	2/10/14	\$14,550	\$14,550
BIRCH CREEK	12/19/13	1/13/14	\$1,235,182	\$1,235,182
BISHOPS COURT	12/19/13	1/13/14	\$1,304,662	\$1,304,662
BOLL ADULT CARE CONCEPTS	1/23/14	2/17/14	\$781,004	\$781,004
BOURASSA AFH	1/15/14	2/10/14	\$18,720	\$18,720
BORNEMANN NURSING HOME	12/23/13	1/8/14	\$227,995	\$227,995
BROTOLOC HEALTH CARE SYSTEMS	1/13/14	1/27/14	\$770,714	\$770,714
BRUNETTE AFH	12/5/13	12/16/13	\$52,152	\$52,152
BRUSS SUPPORTIVE COMMUNITY LIVING	1/15/14	1/27/14	\$273,214	\$273,214
BUSSE AFH	12/5/13	12/18/13	\$66,444	\$66,444
CAPELLE AFH	12/5/13	12/11/13	\$56,532	\$56,532
CARE FOR ALL AGES	1/13/14	1/20/14	\$116,374	\$116,374
CARRINGTON MANOR ASSISTED LIVING	1/13/14	2/10/14	\$92,628	\$92,628
CATHOLIC CHARITIES	1/9/14	1/15/14	\$171,606	\$171,606
CENTERPIECE LLC	12/18/13	1/6/14	\$150,000	\$150,000
CENTURY RIDGE OF GREEN BAY, INC.	1/9/14	1/16/14	\$387,932	\$387,932
CEREBRAL PALSY INC.	1/13/14	1/23/14	\$1,447,826	\$1,447,826
CEREBRAL PALSY OF MIDEAST WI INC	2/6/14	2/17/14	\$4,800	\$4,800
CHILDRENS SERVICE SOCIETY	12/19/13	1/8/14	\$25,000	\$25,000
CHRISTENSEN AFH	12/5/13	12/16/13	\$74,357	\$74,357
CLARITY CARE INC	1/15/14	1/27/14	\$1,729,984	\$1,729,984
CLEARVIEW BRAIN INJURY CENTER	1/20/14		\$220,938	\$220,938
COMFORT KEEPERS INC	12/19/13	1/16/14	\$734,494	\$734,494
COMPASS DEVELOPMENT	1/13/14	1/22/14	\$1,195,886	\$1,195,886
COMPASS DEVELOPMENT SHC INC	1/13/14	1/22/14	\$500,000	\$500,000
CONLEY AFH	12/5/13	12/19/13	\$36,645	\$36,645
CONNECTIONS LLC	1/23/14	2/4/14	\$25,000	\$25,000
CURO CARE LLC	1/22/14	1/29/14	\$510,000	\$510,000
DARNELL RECEIVING HOME	12/5/13	1/15/14	\$19,710	\$19,710
DEATHERAGE-VELEKE AFH	12/23/13	1/6/14	\$20,759	\$20,759
DEBAERE AFH	12/5/13	12/16/13	\$69,240	\$69,240
DEER PATH ASSISTED LIVING INC	1/20/14	2/5/14	\$178,810	\$178,810
DESOTELLE, ROBERT	2/25/14	3/11/14	\$7,500	\$7,500

Agency	Contract Sent	Contract Returned	Original Contract Amount	Updated Contract Amount
DORN AFH	12/5/13	1/16/14	\$22,008	\$22,008
DUNGARVIN WISCONSIN LLC	12/23/13	1/29/14	\$686,931	\$686,931
DYNAMIC FAMILY SOLUTIONS	1/20/14	3/3/14	\$37,120	\$37,120
EAST SHORE INDUSTRIES	12/12/13	12/16/13	\$46,594	\$46,594
ELSNER AFH	12/18/13	1/21/14	\$14,348	\$14,348
ENCOMPASS CHILD CARE	12/23/13	1/27/14	\$70,164	\$70,164
ENGBERG AFH	12/5/13	1/9/14	\$39,216	\$39,216
FAMILY SERVICE OF NORTHEAST WI, INC.	1/9/14	1/27/14	\$2,146,746	\$2,167,878
FAMILY TRAINING PROGRAM	1/9/14	1/23/14	\$175,000	\$175,000
FENLON AFH	12/5/13	12/11/13	\$44,433	\$44,433
G & I OCHS INC.	1/23/14	1/27/14	\$1,906,847	\$1,906,847
GAUGER AFH	12/5/13	1/6/14	\$32,844	\$32,844
GOLDEN HOUSE	12/12/13	12/30/13	\$63,086	\$63,086
GOLTZ J. AFH	12/5/13	12/18/13	\$24,360	\$24,360
GONZALEZ AFH	12/5/13	2/3/14	\$79,062	\$79,062
GOODWILL INDUSTRIES	1/20/14	2/27/14	\$77,166	\$77,166
GOODWILL INDUSTRIES DBA BEYOND BOUND(AUTISM)	12/12/13	1/23/14	\$20,000	\$20,000
GRACYALNY, SUE	1/30/14	2/24/14	\$70,000	\$70,000
GREEN BAY TRANSIT COMMISSION	12/12/13		\$400,000	\$400,000
GRONSETH AFH	12/5/13	12/30/13	\$44,736	\$44,736
HARMONY LIVING CENTERS LLC	12/23/13	1/6/14	\$196,838	\$196,838
HEAD AFH	12/19/13	1/8/14	\$87,826	\$87,826
HELPING HANDS CAREGIVERS	1/23/14	2/5/14	\$350,000	\$350,000
HIETPAS AFH	12/5/13	12/11/13	\$24,992	\$24,992
HOEFT AFH	12/18/13	1/3/14	\$24,523	\$29,305
HOME INSTEAD SENIOR CARE	12/19/13	1/8/14	\$200,000	\$200,000
HOMES FOR INDEPENDENT LIVING	1/22/14	2/20/14	\$6,225,000	\$6,225,000
IMPROVED LIVING SERVICES	1/13/14	1/20/14	\$309,856	\$309,856
INFINITY CARE INC	12/23/13	1/6/14	\$380,128	\$380,128
INNOVATIVE COUNSELING(AUTISM)	12/12/13	2/4/14	\$72,700	\$72,700
INNOVATIVE SERVICES	12/20/13	12/30/13	\$14,001,200	\$14,001,200
INTERIM HEALTHCARE STAFFING	12/19/13	2/20/14	\$25,000	\$25,000
J & DEE INC.	1/29/14	2/5/14	\$1,821,000	\$1,821,000
JASMER AFH	12/5/13	12/16/13	\$13,608	\$13,608
KAKUK AFH	12/5/13	1/6/14	\$32,292	\$32,292
KCC FISCAL AGENT SERVICES	12/23/13	1/8/14	\$4,200,000	\$4,200,000
KCC SERVICES INC	12/23/13		\$2,000	\$2,000
KINDRED HEARTS	12/19/13	1/8/14	\$890,100	\$890,100
KLAPPER AFH	12/5/13	12/16/13	\$24,648	\$24,648
KLARKOWSKI AFH	12/5/13	2/5/14	\$43,260	\$43,260
KLECZKA-VOGEL AFH	12/5/13	12/30/13	\$77,376	\$77,376
KLEIN, DR. (AUTISM)	12/12/13	12/18/13	\$116,000	\$116,000
KPI INC	2/6/14	2/10/14	\$12,400	\$12,400
KUSKE AFH	12/5/13	12/16/13	\$25,692	\$25,692
LAD LAKE	12/20/13	1/6/14	\$34,500	\$34,500
LAKEWOOD ASSISTED LIVING	12/19/13	2/13/14	\$64,000	\$64,000
LAMERS BUS LINES, INC.	12/23/13	1/16/14	\$750,000	\$750,000
LANCASTER GARDENS	2/5/14	2/12/14	\$35,000	\$35,000
LAURENT AFH	12/5/13	1/6/14	\$50,352	\$50,352
LISKA, JOANN	1/9/14	1/29/14	\$10,012	\$10,012
LUND VAN DYKE INC	12/12/13	12/19/13	\$210,000	\$210,000
LUTHERAN SOCIAL SERVICES	1/13/14	3/3/14	\$667,020	\$667,020

Agency	Contract Sent	Contract Returned	Original Contract Amount	Updated Contract Amount
LUTHERAN SOCIAL SERVICES-HOMME	12/20/13	2/12/14	\$48,000	\$48,000
MACHT VILLAGE PROGRAMS INC	12/20/13	2/12/14	\$1,000,000	\$1,000,000
MALONE AFH	12/5/13	12/11/13	\$26,544	\$26,544
MARLA VIST MANOR ASSISTED LIVING	1/9/14	2/10/14	\$129,404	\$129,404
MARTIN AFH	12/5/13	12/11/13	\$19,509	\$19,509
MATTHEWS SENIOR LIVING	1/9/14	1/20/14	\$202,380	\$202,380
MCCORMICK MEMORIAL HOME	12/23/13	12/30/13	\$198,484	\$198,484
MELOHN AFH	12/5/13	1/13/14	\$39,480	\$39,480
MILQUETTE AFH	12/5/13	12/11/13	\$22,344	\$22,344
MOMMAERTS RECEIVING HOME	12/5/13	12/19/13	\$19,710	\$19,710
MORAIN RIDGE LLC	1/27/14	2/4/14	\$200,000	\$200,000
MYSTIC ACRES LLC	12/30/13	1/22/14	\$70,812	\$70,812
MYSTIC CREEK LLC	12/30/13	1/22/14	\$147,525	\$147,525
MYSTIC MEADOWS LLC	12/30/13	1/22/14	\$139,057	\$139,057
NEMETZ AFH	12/5/13	12/11/13	\$71,744	\$71,744
NEW COMMUNITY SHELTER INC	12/11/13	12/30/13	\$40,000	\$40,000
NEW CURATIVE REHABILITATION	1/13/14	1/20/14	\$926,224	\$926,224
NEW PARTNERSHIP FOR CHILDREN & FAMILIES			\$24,200	\$24,200
NEW VISIONS TREATMENT HOMES OF WI, INC	12/19/13	1/6/14	\$42,000	\$42,000
NEW VIEW INDUSTRIES	12/12/13	3/13/14	\$43,240	\$43,240
NORTHWEST PASSAGE	12/19/13	1/20/14	\$67,500	\$67,500
ODD FELLOW REBEKAH HAVEN	12/19/13	12/30/13	\$140,000	\$140,000
OPTIONS LAB INC	12/20/13	1/6/14	\$43,240	\$43,240
OPTIONS TREATMENT PROGRAM	1/23/14	1/29/14	\$100,000	\$100,000
ORLICH AFH	12/5/13	1/6/14	\$95,854	\$95,854
OSTAPYUK AFH	12/18/13	1/13/14	\$46,320	\$46,320
PANTZLAFF AFH	12/5/13	1/6/14	\$24,840	\$24,840
PARAGON INDUSTRIES	2/6/14	3/3/14	\$721,464	\$721,464
PARENT TEAM	12/20/13	12/30/13	\$95,000	\$95,000
PARMENTIER AFH	12/5/13	12/11/13	\$94,067	\$94,067
PARTNERS IN COMMUNITY INTERVENTION LLC	2/20/14	3/3/14	\$25,000	\$25,000
PATIENT PINES	12/23/13	1/6/14	\$284,000	\$284,000
PHOENIX BEHAVIORAL HEALTH SERVICES	1/20/14	1/27/14	\$25,000	\$25,000
PNUMA HEALTH CARE	12/30/13	1/15/14	\$293,614	\$293,614
PRODUCTIVE LIVING SYSTEMS	1/9/14	3/27/14	\$768,452	\$768,452
RAVENWOOD BEHAVIORAL HEALTH	2/10/14	3/24/14	\$25,000	\$25,000
REHAB RESOURCES	2/6/14	2/13/14	\$85,600	\$85,600
REM-WISCONSIN II, INC.	1/23/14	2/10/14	\$1,335,480	\$1,335,480
RENNES ASSISTED LIVING CORP	12/30/13	1/6/14	\$75,000	\$75,000
RES-CARE WISCONSIN	12/19/13	1/22/14	\$19,344	\$19,344
ST. VINCENT HOSPITAL	2/10/14	4/1/14	\$168,376	\$168,376
SALDANA AFH	1/15/14	2/5/14	\$39,600	\$39,600
SCHAUMBURG, LAURIE	12/12/13	12/20/13	\$25,000	\$25,000
SCHULTZ AFH	12/5/13	12/11/13	\$107,772	\$107,772
SELTZER AFH	12/5/13	12/11/13	\$23,964	\$23,964
SKORCZEWSKI AFH	12/5/13	12/11/13	\$18,660	\$18,660
SLAGHT AFH	12/5/13	12/18/13	\$48,452	\$48,452
SMET AFH	12/5/13	1/10/14	\$54,257	\$54,257
SOUTHERN HOME CARE SERVICES	12/19/13	1/22/14	\$35,580	\$35,580
STARR/DINGER AFH	12/5/13	1/6/14	\$23,700	\$23,700
STEVENS AFH	12/5/13	1/6/14	\$19,509	\$19,509
TALBOT AFH	12/18/13	1/7/14	\$23,838	\$23,838

Agency	Contract Sent	Contract Returned	Original Contract Amount	Updated Contract Amount
TANZI AFH	12/5/13	12/11/13	\$85,330	\$85,330
TIPLER AFH	12/5/13	12/11/13	\$65,406	\$65,406
TREMPEALEAU	12/30/13	1/13/14	\$896,522	\$896,522
VALLEY PACKAGING INC.	12/18/13	1/6/14	\$10,386	\$10,386
VANLANEN RECEIVING HOME	12/5/13	1/8/14	\$19,710	\$19,710
VERBONCOUER AFH	12/30/13	1/8/14	\$32,166	\$32,166
VILLA HOPE				\$0
WARREN, JOHN MD	2/20/14	3/6/14	\$116,000	\$116,000
WAUSAUKEE ENTERPRISES	12/23/13	1/8/14	\$18,586	\$18,586
WILLOWCREEK AFH	1/30/14	1/31/14	\$445,136	\$445,136
WISCONSIN EARLY AUTISM PROJECT	12/12/13	12/20/13	\$360,000	\$360,000
WISCONSIN FAMILY TIES INC	2/20/14		\$26,000	\$26,000
ZAMBON AFH	12/5/13	12/11/13	\$22,932	\$22,932
ZIELKE, JON AFH	12/5/13	1/6/14	\$32,802	\$32,802
ZIESMER AFH	12/5/13	12/11/13	\$79,716	\$79,716
TOTAL			\$66,313,971	\$66,351,825

Brown County Human Services

TO: Human Service Committee Members

FROM: Lori Gauthier
Administrative Secretary

DATE: April 14, 2014

REQUEST FOR NEW NON-CONTINUOUS VENDOR			
VENDOR	SERVICES	DATE REQUESTED	DATE APPROVED
Kane, Annette	Mileage	1-20-14	
Rutter, Gail	Mileage	1-20-14	
Medication Management Partners, LLC	Medication	1-27-14	
Terminex	Services	2-4-14	
Universal Guardians, Inc	Guardianship Services	2-4-14	
Puroclean Property Restoration	Services	2-12-14	
The Loft AJT LLC	Rent	3/3/14	
Rock, Amy	Respite	3/4/14	
Wisconsin Home Health Care	Services	3/10/14	
Angeli, Joanna	Respite	3/10/14	
Malchow, Colleen	Respite	4/14/14	
LaFlex, Glory	Respite	4/14/14	

Brown County Human Services

TO: Human Services Committee Members

FROM: Lori Gauthier
Administrative Secretary

DATE: April 14, 2014

REQUEST FOR NEW VENDOR CONTRACT				
VENDOR	SERVICES	CONTRACT AMOUNT	DATE REQUESTED	DATE APPROVED
Cerebral Palsy of Mideast Wi	Respite	\$4,800	1-9-14	
Advocates Extension, LLC	SHC services	\$25,000	2-12-14	
Partners in Community Intervention	SHC services	\$25,000	2-12-14	
Bennin, Marilyn	Outreach	\$9,000	2-13-14	
Desotelle, Robert	Quality Assurance	\$7,500	2-12-14	
Agnesian Healthcare	Autism	\$15,834	4-14-14	